



EBORA ACADEMY TRUST

Policy Number

19NS

Lone Working Policy

Approved By:

Approval Date: March 2020

Review Period: Every 3 years

Review Date: March 2023

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Date Created/updated: March 2020
Version Number: Version 1

1. Introduction

The policy outlines procedures and guidance to be followed when any staff member is working alone.

2. Aim

The aim is to ensure clarity to ensure:

- a. Procedures are applied consistently across the school.
- b. All staff receive relevant information, instruction, training and supervision in respect of lone working.
- c. Risks to staff are minimized/controlled where practically possible.
- d. Appropriate resources are in place to ensure the health and safety of staff and pupils.

3. Procedure

For the purposes of this policy 'lone working' is defined as any working practice that involves a member of staff undertaking their duties alone, with specific emphasis on direct contact with pupils and families. Examples of lone working might include:

- Being the last person in a building at the end of the day.
- Making home visits.
- Lone working with pupils
- Working from home

a. Being the last person in a building at the end of the day.

It is recognised that on occasion staff might be alone in a building or be required to work from home. These staff should take special note of the following:

- Ensure someone knows where you will be working and what time you will finish.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.
- When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
- Keep a mobile phone with you as you move round the building.
- Line Managers should be aware of your whereabouts and this should be documented appropriately to enable senior staff to respond appropriately in the event of an emergency.

b. Home Visits

Wherever possible staff should not work alone in school or with pupils. For example families should be invited into school or an agreed local venue to avoid home visits. Staff must not take pupils in cars without another adult, staff should not work late and alone in school.

Home visits must be discussed with a member of the senior team, taking into account any risk factors that may be pertinent. Appropriate control measures, such as a buddy system must then be agreed and implemented if possible.

If no risks are identified normal protocols will apply. However, wherever possible these visits should not take place alone.

In the event staff are carrying out home visits alone, staff should ensure full details of the address to be visited, date, time and estimated return time are logged with the school. Staff must check in on completion of the visit. If plans or estimated time of return change staff must ensure the appropriate person is contacted and this should be logged with the school.

Protocol for checking in.

During office hours

- Admin will alert a member of the senior team if a staff member has not returned to or contacted the school within 30 minutes of expected return time/finish time.
- A senior team member will endeavour to contact the staff member by mobile, if unable to do so the Police will be informed.

Out of hours

- It is the member of staff's responsibility to contact the agreed designated contact person (Member of the senior team) to advise they have finished and are on their way home.
- If no contact is made within 30 minutes of expected finish time, designated contact person will attempt to make contact with staff member, and if unable to do so will contact the Police.

In both instances, if an individual staff member for any reason is aware that they will not be contactable on their mobile they must ensure that an alternative contact number is given. A code word should be agreed so that emergency help can be requested during a phone call.

- Mobile Telephones must be kept switched on until contact has been made with the designated member of the senior team.

c. Lone working with pupils

The nature of schools means there will be many occasions where staff work or support pupils on a one to one basis. This must always be considered as part of a risk assessment. Rooms / locations for this must be carefully considered. For example doors should have viewing panels, staff should leave the door open and public spaces are better than out of the way parts of the school. Occasions may include:

- One to one teaching
- First aid
- Consoling a distressed child

d. Working from home

- It is vital staff working from home should not feel cut off. Line managers should ensure that staff working from home have appropriate information regarding regular check-ins and keeping diaries up to date. Those staff who live alone should ensure that senior staff are aware of the hours they will be working at home and that they will be contactable during this time.
- Line managers should check in regularly either by telephone or electronically.
- For well being, staff working from home should make additional effort to keep in touch with colleagues and their manager, and make themselves available to the rest of their team. This will ensure those working from home are able to access support and do not feel isolated. Please refer to the **Occasional Working From Home Policy**

4. Reporting of incidents

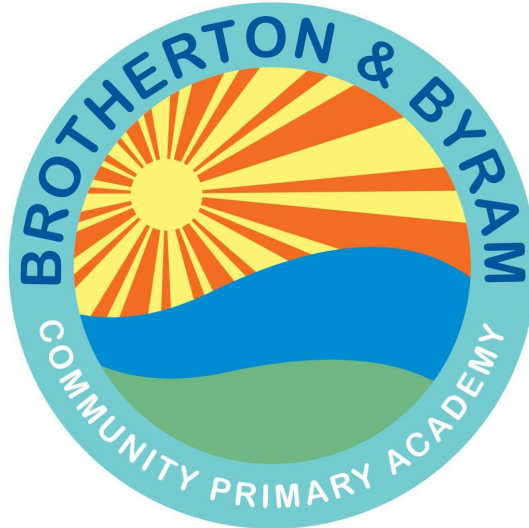
Any incident must be recorded and reported to a member of the senior team. This must be done as soon as possible so that others are not put at risk. If the incident suggests a child may be at risk the safeguarding and child protection procedures must be followed.

5. Associated Documents

- Occasional Working from Home Policy
- Safeguarding Policy
- Child Protection Policy

6. Review

The policy will be reviewed every 3 years.



School Specific Guidance

At Brotherton & Byram Community Primary Academy no teaching or admin staff will work alone in school both during and outside of school hours.

Teachers and admin staff will:

- Not enter the school premises on their own if there is no one else present in school.
- Ensure that another adult is present in school with them before and after school.
- Make arrangements to be accompanied by another adult if working outside school hours and will inform the Headteacher.