Mission Statement
"A Caring Christian Family Where We Grow Together"

LONE WORKER PROCEDURE

Effective Date: 01/11/2017 **Review Date:** September 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
26/9/2019	*H M Badger*	*P Bartnett*
2/11/2020	*H M Badger*	*P Bartnett*
30/09/2021	*H M Badger*	*P Bartnett*
30/09/2022	*H M Badger*	*P Bartnett*
30/09/2023	*H M Badger*	*P Bartnett*
30/09/2024	*H M Badger*	*P Bartnett*

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT

Signed:	Executive Headteacher RCSAT

1. Introduction

1.1. This procedure details th**e** procedures and guidance to be followed when any staff member is working alone, either in school or at home.

1.2. The aim of the procedure shall be to ensure clarity so that:

1.2.1. Procedures are applied consistently across the school;

1.2.2. All staff receive relevant information, instruction, training and supervision in respect of lone working;

1.2.3. Risks to staff are minimized and controlled, where practically possible;

1.2.4. Appropriate resources are in place to ensure the health and safety of staff and pupils.

1.3. For the purposes of this procedure, "lone working" is defined as any working practice that involves a member of staff undertaking their duties alone and with specific direct contact with pupils and families.

1.4. The Local Authority's definition is *"Lone Workers are those who work by themselves without close or direct supervision".*

1.5. This policy should be read in conjunction with:

1.5.1. The Code of Conduct for Staff,

1.5.2. Health and Safety Policy and Procedures,

1.5.3. Whistle Blowing Policy and Procedure,

1.5.4. Safeguarding and Child Protection Policy and Procedure,

1.5.5. Visitor Policy,

1.5.6. Keeping Children Safe in Education 2024,

1.5.7. Working Together to Safeguard Children

1.6. Examples of lone working might include:

1.6.1. Making home visits,

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

1.6.3. Working one to one with a pupil.

1.6.4. Working at home for any reason, eg lockdown, online teaching

2. Persons at Risk

2.1. People at risk may include anyone who comes into school alone during closure times, particularly the site maintenance officer, although all members of the school team may at times of the school day be classed as lone working.

3. Hazards

3.1. Typical hazards may include, but is not limited to:

3.1.1. A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment;

3.1.2. The use of machinery, electrical or other equipment or chemicals;

3.1.3. Working in remote areas, particularly after dark and outside normal working hours;

3.1.4. Encountering intruders;

3.1.5. Working at heights, using ladders and lifting;

3.1.6. Competency, ability and medical condition of the individual.

3.2. Individuals shall be expected to report all situations which leave them open to any health and safety issues to the Principal or line manager, so that the risk can then be assessed and control measures applied where necessary.

4. Control Measures

4.1. Existing control measures will be assessed for their effectiveness through the Risk Assessment process.

4.2.   Where staff are working from home. A daily phone call by the principal, line manager or designated person shall be carried out to ensure the positive mental wellbeing of the staff member;

4.3.   All staff shall ensure that they:

4.3.1.   not undertake work for which they are not trained/qualified;

4.3.2.   take reasonable care of their own health and safety, for example, use kick stools when working at height, complete DSE Questionnaire when working on laptop for long periods;

4.3.3.   not do anything to put themselves in danger;

4.3.4.   know and follow relevant safe working procedures and guidelines, including operating machinery and using hazardous substances;

4.3.5.   never cut corners or rush work;

4.3.6.   always follow reasonable targets;

4.3.7.   stop for regular breaks and, if possible, change activity;

4.3.8.   inform the Principal or line manager of any relevant medical conditions;

4.3.9.   inform the Principal or line manager of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

4.4.   Wherever possible staff shall not work alone. As examples: Families shall be invited into school or an agreed local venue to avoid home visits; Staff shall not take pupils in cars without another adult present; Staff shall not work late and alone in School.

4.5.   On the rare occasions when staff might be alone in a building, they shall make sure that:

4.5.1.   Someone else knows where they will be working and what time they will finish;

4.5.2.   All doors and windows are locked;

4.5.3.   The main door intercom/camera is checked prior to opening up the main door.

5.   General Safety Rules

5.1.   RCSAT schools are safe and creative environments, have happy, positive, vibrant and forward-thinking communities where each child and adult is valued and able to learn play and achieve.

5.2.   RCSAT is committed to protect and safeguard the children entrusted in their care, and expects all staff and volunteers to share this commitment, in particular:

5.2.1.   Whereabouts of staff

5.2.1.1.   Staff shall always ensure that the school diary is completed in full so that the Leadership team is able to respond appropriately in the event of an emergency.

5.2.1.2.   Diary entries where staff are off site must indicate time, location, address details if a home visit, whom they are seeing and estimated time of finish or return to school.

5.2.1.3.   Their exact location shall be recorded. This is particularly important when making a home visit and/or where a possible ongoing risk has been identified.

5.2.1.4.   If the plans or estimated time of return change, staff shall ensure the school is contacted so that the diary can be updated.

5.2.1.5.   All staff shall provide the school with appropriate personal information. This information shall only be used in an emergency and the school shall ensure it is held securely to avoid inappropriate disclosure.

5.2.1.6.   The information shall include:
• Details of car make, model, colour and registration number if appropriate.
• Home address and telephone number.
• Mobile telephone number.
• Details of next-of-kin

5.2.2.   Keyholders

5.2.2.1.   Key holders shall to inform someone else (family member or other staff) when they

are attending an alarm call out.

5.2.2.2.   Staff shall inform the Site Manager when they are on the premises and when they are leaving.

5.2.2.3.   Staff shall be advised to inform someone else (family member or other staff) that they are working in school during out of school hours.

5.2.2.4.   Staff shall be provided with the Site Manager's mobile phone number.

5.2.3.   One to one teaching and support

5.2.3.1.   The nature of school work means there will be many occasions where staff work one to one with pupils. This must always be considered as part of a risk assessment.

5.2.3.2.   Rooms / locations for this shall be carefully considered, e.g. 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.

5.2.3.3.   Staff shall consider how to manage particular situations, remembering always that they are in a position of trust:

• When a pupil needs first aid;

• If a pupil is distressed;

• If they think a pupil has become infatuated with a staff member;

• If a pupil asks for your mobile number;

• If a pupil gives a staff member a gift.

5.2.4.   External Staff

5.2.4.1.   Outreach/outside agency staff shall sign in at the main entrance of the school.

5.2.4.2.   Schools staff shall consider carefully where external staff work. especially if they have been instructed to work one to one with pupils.

5.2.4.3.   Pupils shall not be involved without written parent/carer permission.

6.   Reporting of incidents

6.1.   Any incident shall be recorded and reported to a member of the Leadership Team as soon as practicable to reduce the risk to others.

6.2.   If the incident suggests a pupil may be at risk, the Safeguarding and Child Protection Procedure, RCSAT-PR-011-01, shall be followed.

6.3.   If the incident involves aggression to the member of staff, the Behaviour For Learning Procedure, RCSAT-PR-003-01, shall be followed.

7.   Relevant Legislation

7.1.   There are several laws which hold the employer responsible for protecting the safety of everyone in their employment:

7.1.1.   The Health and Safety at Work Act 1974;

7.1.2.   The Management of Health and Safety at Work Regulations 1999;

7.1.3.   The Corporate Manslaughter and Corporate Homicide Act 2007.

8.   Review and Amendment

8.1.   This procedure shall be reviewed annually by the Board of Trustees to ensure its validity.

8.2.   In the event that a situation occurs which necessitates any amendment of the procedure, the Board of Trustees shall implement those amendments.