

# Lone Worker Policy



FEBRUARY 2017

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This procedure has been produced following a risk assessment of lone working activities for School staff.

Lone Working can be carried out only if the following conditions are met:

- Where there is a known risk of work related violence or aggression, the activity **must** be carried out by more than one person or at an office or other suitable neutral venue rather than the parent/carer's home.
- Relevant background or risk assessment information regarding the parent/carer is available when carrying out a home visit for the first time. E.g. aggressive pets, other occupants of property.
- All lone workers have access to a mobile phone, either own or school mobile.
- All lone workers have been made aware of this procedure through induction, staff meetings etc.
- Lone workers will be tracked by means of:
  - checking in by phone
  - Leaving details of itineraries of visits in the school office
  - Give details of which member of team is nominated as point of contact for the lone worker
  - Ensure Principal, School Business Manager or Caretaker are aware of intention to visit school during holidays, evenings or weekends.
  - Staff ensure family and friends are aware of intention of working in school and expected times of visit.
- Training – lone workers have received or will receive appropriate training on personal safety awareness.
- Do not go into a situation if you feel at risk. Lone workers should carry out a “10 second” risk assessment when they first arrive and the front door is opened. If they feel there is a risk of harm to themselves, they should have an excuse ready not to enter the house and to arrange for an alternative appointment.
- The school will ensure that security lighting and external locks are checked and maintained through regular maintenance checks.

## Implementation and Review

This policy will be made known to all staff, parents/carers and governors, and published on the academy's website. Copies are also available upon request from the academy office. This policy will be reviewed every [three- change as applicable. Curriculum Policies should be every three] years or as required.

Written by:

Date:

Agreed by Principal:

Date:

Ratified by Governors:

Date

Staff read and agreed

Date: