

# Lone Worker Procedure



JULY 2021

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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.
- 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 or School Office 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 procedure 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 procedure will be reviewed every three years or as required.

Written by: Debbie Randall  
Agreed by Principal:  
Ratified by Governors:  
Review:

Date: July 2021  
Date: July 2021  
Date: July 2021  
Date: June 2024