

# Lone Worker Procedure



JUNE 2025

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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 as required.

Written by: Debbie Randall  
Agreed by Principal:

Date: June 2025  
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