

LONE WORKERS POLICY

Safeguarding: All staff plan their learning and craft their provision for pupils in this area by adhering to the guidelines laid out in 'Keeping Children Safe in Education 2016'. All staff are trained and told to adhere to the 'Guidance for Safer Working Practice for the Protection of Children and Staff in Education Settings October 2015'

This Policy covers all offline and online activity by the same principles and is used in conjunction with our related policies for Equal Opportunities, Disability Access Arrangements, SEN and Inclusion, Racial Equality and Harassment, Catholic Life (including Prevent strategies and SMSC) and the schools' Positive Behaviour Policy/Code of Conduct.

MISSION:

"To provide a happy, secure environment in which children will learn respect and tolerance for others and knowledge of and reverence for the Catholic faith, while pursuing a creative curriculum which will enable them to develop their mosaic of intelligences."

A person working alone might be defined as: a person working alone in any environment where there are no other workers present who have knowledge of the work and workplace, and who are available to respond effectively to unusual occurrences or emergencies.

Aim: To ensure the Health and Safety of all staff including teachers, kitchen staff, the site manager and cleaners.

Responsibility: All those listed above.

Reference: Health and Safety at Work Act 1974, section 2.

Procedure:

1. All external doors will be secured after 15:15 each day, Monday to Friday, during term time, KS2 doors and KS1 library are still available as fire exits. The exception to this is the school hall, which houses After-school club from 15:00-18:00 and is open while children have free-flow.
2. Outside term time, all external and internal doors will be locked at all times.
3. **Should staff visit outside school hours or outside term time, they must make arrangements and inform the headteacher and the Site Manager that they will be entering the school premises and the time that they intend to be there. They must inform the Headteacher or Site Manager when they leave. The doors will be locked during their presence in the building with the exception of the kitchen door which will be open but has the coded security magnet.**
4. All lone workers must have mobile phones switched on.
5. A Fire evacuation procedure is listed in ALL rooms and each member of staff is issued with their own copy.

St Joseph's Catholic Primary School
'following Jesus in all we do'

6. Telephones with external lines are located in: Head's office, Main School Office, Site Manager's Office, Willow Room, Staff Room.
7. **Emergency Contact numbers**: Headteacher: 07912871303; Site Manager: 07828405266. Father Andrew may also be available in the presbytery on site if needed: 07736148850

This ensures that any staff working alone have access to a telephone.

February 2019
Approved by the Full Governing Body February 2019
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