



Lone Working may occur in the evening/early morning, at the weekend or during the holiday and may be dangerous due to acts of aggression or violence by others; hazards in the workplace or the lack of help should an accident or illness occur. This policy has been devised to reduce these risks to a minimum and should be followed by all staff.

The nature of any school means that it is often necessary/useful for staff to work unaccompanied on site. Whilst this is the case the school has taken steps to minimize this time by providing all teachers with laptops or data sticks (to enable them to complete paperwork off the premises) and regular Planning, Preparation and Assessment time during school hours. However, in order to access paper documents, clean the premises and to prepare the school for the opening of each term it is sometimes necessary for staff to work alone.

**Before deciding to work alone Teachers should:**

- See if there is another staff member who will be working in the building during the same period
- Inform the Head Teacher of their intentions

**All staff working alone must consider and follow these guidelines:**

Avoid leaving tell-tale signs that you are alone, for example:

- Single light left on
- Entering the building alone when being observed by anybody suspicious

The following activities are not to be undertaken when working alone:

- Working at height
- Manual handling of loads
- Use of power tools

## Woodlands Academy **Lone Working Policy**

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### Staff must take the following precautions:

- Have a telephone in the room with them - the Outdoor Education Mobile Phone located in the Admin Office can be used if the employee does not have a mobile phone.
- Have a list of SLT telephone numbers and the numbers of other key holders with them.
- Lock the entrance once they have entered.
- Tell someone (partner, friend, and parent) where they are and what time they expect to return home.
- Give someone a phone number they can contact you on.
- Ensure they are aware of the location of the torches – in case of power cuts.
- In the case of the cleaner – follow all Health and Safety rules as stated on any cleaners or hazardous chemicals or cleaning equipment.

A list of telephone numbers of the Head Teacher and Local Staff who live close to the school can be gained from the office. If staff need help when working alone, they should call them or, in the case of emergencies dial 999 and ask for the appropriate emergency service!

