

Mill Lane Lone Working Policy - April 2015

At Mill Lane we believe that all members of the school community have the right to be safe at all times and, it is with this in mind, that we try to avoid lone working. However, we recognise that, at times, lone working is necessary.

In order to ensure people's safety we adopt the following practices:

Home Visits

Home visits are never undertaken alone – two responsible adults (preferably both members of school staff) must always be present.

The school office should be made aware of who is attending the home visit and the address of the home visit.

A rough idea of time should be given and a mobile telephone should be taken – the number left in the office.

Lone Working in School

Anyone working alone in school should let another member of staff know that this is their intention.

The person working in school should text or ring their colleague on arrival and give an indication of when they intend to leave.

A text should be sent or a call made when the building has been exited.

If the colleague who is **not** in school is concerned they should text or ring to gain reassurance.

The caretaker may work in school on her own but this would be outside contracted hours as these have been organised to ensure no lone working is planned. The same actions would apply to the caretaker but, due to the location of her home, she may advise a member of her family rather than a member of school staff.

Contractors

Occasionally, external contractors work in school during the school holidays and they are issued with a key.

It is rare they would be alone but school would expect them to take full responsibility for their own health and safety whilst working within school.

April 2015