



# Lone Working Policy

Date: July 2019

Review date: July 2020

Linked with other policies: Curriculum

Health and Safety

Staff Handbook

Signed:

A handwritten signature in blue ink that reads "S. Day".

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174

White House Farm, Limes Road, Catfield, Great Yarmouth, Norfolk, NR29 5DG

Working alone is not forbidden but must be controlled and managed. **The School** will endeavour to manage this situation. Sometimes staff work after school but not in the following circumstances:

- operating dangerous machines is forbidden.
- or working alone with a student

The Headteacher or Director will give you a contact number to ring in an emergency. You will also be contacted as necessary from time to time if lone working is required.

You must make sure that you give a partner, spouse or a friend your details and expected time of finishing so that if you fail to make contact they can contact the Headteacher if necessary.

Health and Safety is a two-way partnership please work with us.

#### Evaluation

The School will ensure that the policy is up to date and relevant to current practice. In addition, the school will check that it reflects current legislation.