



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, which appears to be "S. Day".

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

Rookery Farm, Reynolds Lane, Potter Heigham, Great Yarmouth NR29 5LY

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.