



CRESTWOOD
COMMUNITY SCHOOL

Lone Worker Policy

Updated: November 2020
Review cycle: Annual

Background:

There are times when staff are expected to work on their own either during the school day with students, in the office during holidays, home visits and for the Site Team at various times during their normal working week and in the holidays. This policy is written in order to promote safe working practices that will reduce the risks of incidents or injuries occurring. This policy combines risk assessments for the types of lone workers with appropriate preventative and protective measures to reduce those risks as far as is reasonably practicable.

The Governing Body has adopted Hampshire County Council's Corporate Lone Working Procedures (Appendix 1) and Lone Working Risk Assessment.

Aims:

- To ensure the safety of school staff
- To promote good practices that will reduce the risks of incidents or injuries occurring

Standards:

1. Lone workers will receive appropriate information about safe working practices and training as required, staff will have access to equipment which is safe and well maintained.
2. Persons who work alone receive adequate support, so far as is reasonably practicable, during their period of lone working.
3. Staff who work alone and have concerns about their lone working will have the opportunity to raise concerns to senior managers at any point.
4. Staff who work alone are aware of their own responsibilities with regard to their health and safety, including the need to cooperate with management on health and safety matters and to implement the strategies recommended to them.
5. The school managers will review the risk assessment for lone working regularly and immediately after a serious accident/incident in which a person working alone is involved.

Who are Crestwood Community School Lone Workers, how high is the risk and what support and procedures are in place to reduce the risk?

1. Several staff are expected to work on their own with students during the school day. These may be small groups of children without challenging behaviour or highly complex medical needs. This has been assessed as having a low risk. Staff will always have a telephone to request additional help.

2. Staff regularly work on an individual basis with individual children, e.g. Individual Learning Needs. This has been assessed as having a low risk. Staff can easily call for additional help using staff in adjoining rooms or the telephone.
3. Occasionally individual students are supported to access the community by an individual member of staff. Prior to any such off site visit a more detailed risk assessment is completed and a mobile phone given to the member of staff by which they can request additional support. This has been assessed as having a low risk. Any child with more complex medical needs or extreme challenging behaviour would not be sent out with just one member of staff.
4. All home visits should be entered in the main school diary with the expected duration of visit and anticipated time back at school or home. If the visit is to be completed after school, at weekends or during school holidays the home visitor should arrange the following:
 - a) to phone or text a member of the senior management team on their return home. If this call is not received after one hour of the expected time police should be alerted with the child's address given.
 - b) to give their mobile phone number to a member of the senior management team who may decide to ring them part way through the visit to check that all is going according to plan.

This has been assessed as having a medium risk. NOTE: Wherever possible two staff complete home visits thus reducing the risk to low, the same reporting in procedure should still be followed. See additional guidance at the end of this policy.

5. There may be times when a member of the office staff is working alone in the offices. During term time staff will use the telephone to call for additional support if concerned with the conduct of a visitor. This has been assessed as having a low risk.
6. The Business Manager or Head Teacher sometimes works alone in the school during school holidays. Sometimes contractors may be on site on these days. All contractors will sign in and out of school and all contractors attendance will be planned and known in advance. If contractors turn up unannounced the Business Manager or Head Teacher will check their identification badges or phone their managers to verify their details. The telephone can be used to summon additional help if needed. This has been assessed as having a low risk.
7. The Site team, **Minibus Drivers** and cleaners regularly work alone in the building at the end of the day and during school holidays. These staff adhere to all the County **safe working** practices guidelines. The school site is well lit and all appropriate safety equipment is provided. The site staff can summon

additional help using the main telephone if needed or their mobile phones.
This has been assessed as having a low risk cat 4.

Additional Guidance for Staff Personal Safety incorporating NPA guidelines when working with families

1. Staff must ensure that their personal mobile phones are charged and at hand.
2. If the venue is considered to be of any danger, then two people should make the visit.
3. For venues that cause concern, visits should be made in the morning, not afternoon.
4. Always park your car ready for easy exit and have car keys readily accessible.
5. Always sit, if possible, near the door if you are at all uncomfortable with the venue.
6. When travelling, always ensure that your car is appropriately serviced, to avoid unnecessary breakdowns.
7. When driving alone, the doors of your car should be locked and when leaving the car no files or valuables should be left inside.
8. It is vital that any relevant information from other services about a family be routinely shared, so that sensitive and potentially dangerous issues are known.
9. Ensure you have a first aid kit with you in your car.

Signed Headteacher: - _____ *Krista Dawkins* _____

Print Name: - __KRISTA DAWKINS_____

Signed Chair of Governors: - _____ *Angela Wright* _____

Print Name: - __ANGELA WRIGHT_____

Date: - __26 November 2020_____

Updated: - January 2019
Review Date: - November 2018