



Working Alone Procedure

VISION STATEMENT

To Know Jesus ~ To Inspire Learning ~ To Respect Each Other

Procedure for working alone outside normal school hours.

- Any staff wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance' or with both parties having mobile phones programmed with each other's numbers.
- If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.
- Lock school gates and doors behind you to reduce the likelihood of intruders.
- Lock doors and gates and turn on security alarms when you leave the school to ensure that the school is left secure after your visit.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Do not work at heights on a ladder or steps.
- Do not go into any space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside the building.
- If working after dark, carry a torch.
- Park your car in front of the school where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
- When leaving, limit the amount you are carrying to have one free hand.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead call the police.

Staff who work alone outside normal school hours:

- Must have quick access to a mobile phone with which they can call a family member, friend, co-worker or relevant Emergency Services direct.
- Must inform by phone or text a member of the Leadership Team of the nature, location and timing of their working alone situation. Instructions on how to operate the security alarm can be discussed at this stage.
- Must inform an appropriate family member or friend of the nature, location and duration of their working alone situation. The staff member should phone this person on arrival at school and when they are leaving the school. If a long stay at school is anticipated, the staff member should arrange to contact this person at regular intervals during the stay (eg. every 2 hours).
- Must carry some form of identification.
- Must take all reasonable steps to ensure their safety while working alone.