



WOODLANDS SCHOOL

LONE WORKER POLICY

Procedure/Guidance

***Policy Issued: June 2018
Policy Author: James Hughes
Reviewed by: B Gandhi-Johnson
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Policies to be read in conjunction with this policy:

- Safeguarding
- Teaching and Learning
- Additional Learning Needs

Introduction

There are often times when staff including teachers, teaching assistants and support staff will need to work in isolation or alone with pupils/students from the school. This may mean an increased risk to the health and safety of that individual. This policy sets out the approach for identifying these risks and managing them.

Definition

Within this policy, 'lone working' or 'working alone' refers to the Health and Safety Executive (HSE) definition of lone working:

"Lone workers are those who work by themselves without close or direct supervision."

This includes situations where staff in the course of their duties work alone at isolated locations outside of the school, including, but not exclusive to old school classroom, exams room, council run off-site provision, at Outdoor Education hut in Ty Coed, Bellevue Park, the Gym, tennis centre, whilst on school trips or in other various locations. It may also occur within the school and are physically isolated from colleagues, possibly without immediate access to assistance. It is possible for a staff member to be 'lone working' with other staff members in the building due to the nature of the building creating isolated areas.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

Policy

The policy of the school is that lone working is an integral part of the smooth day to day operating and running of the school.

Risks

There could be many risks associated with working in isolation or alone with pupils/students from the school. Some of the main identified risks include:

- Risks of violence/abuse/bullying from pupils/students
- At risk of accusations from pupils/students
- Onset of sudden illness
- Feelings of stress and isolation
- Accidents or emergencies requiring evacuation procedures or access to first aid
- Risk of intruders
- Needing to use the toilet when nobody else is around to watch the pupil or student

Headteacher and Deputy head will ensure that an annual working alone risk assessment is carried out and that it is read and understood by all staff working within the school.

Procedure

In order to minimise the risks from lone working, the following measures will be taken:

- Staff to follow all other standard Woodlands policies and procedures as part of normal working practice.
- All staff to ensure they have read, signed and understood most recent pupil/student risk assessments.
- Staff to ensure that at least one other member of staff is aware of where they will be.
- Staff to sign out of school if working at a different location.
- Staff to carry a mobile phone and make sure they connected to the Woodlands school WhatsApp group.
- Staff to make regular updates to other staff member of changes in mood/behaviour of the pupils/students they are working with and for support if they deem it necessary.
- Staff to leave doors open when working in classrooms wherever possible (always if the door does not have a glass pane).

Further Information

Further information on lone working can be found in the HSE publication "Working Alone". <http://www.hse.gov.uk/pubns/indg73.pdf>

