

Bledington Primary School

Lone working policy



See also the Lone working Risk Assessment available in the school office risk assessment folder

Date of Ratification: 12.10.17 18.01.24	Updated 20.01.21 01.01.24	Signed: HEADTEACHER  CHAIR OF GOVERNORS <i>K Dainty</i>
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Safeguarding Statement

At Bledington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

All our policies can be found at:

<https://www.bledington.gloucs.sch.uk/policies/>

LONE WORKING POLICY

There are times when staff need to work alone either in or outside of the school. All staff should take responsibility for their own safety and always inform the head or another named person of when they will be working alone, and when they have finished.

Keeping safe at Bledington.

Mornings:

- ❖ The first person to enter the building in the morning must ensure that it is safe to do so. If the alarm is ringing or there are signs of forced entry no one must enter the building alone. The person must wait until another member of staff is present or find another person to accompany them.
- ❖ If it is considered unsafe to enter the building the Police must be called by dialling 999 to report an incident.

Evenings:

- ❖ When someone is working alone in a room they should always tell someone else where they are.
- ❖ Staff working in the Infant block after 4pm must alert the Headteacher/staff in the Main building to this fact.
- ❖ Staff working in the Main building must check that the Infant block is empty and locked before they leave.
- ❖ Any person working alone in the school will not allow anyone else to enter, unless they are sure the caller is known to them and they consider it safe to be alone with them.
- ❖ The playground gate and the front door should be kept locked at all times.
- ❖ Staff left alone in the building should have a buddy system in place so that they phone or text when they are leaving.
- ❖ Fire doors should be kept clear and unblocked when anyone is in the building.
- ❖ When working alone in the building it is important to be aware of the risks associated with working with machinery, electrical equipment, hazardous substances etc. Whenever possible these should be kept to a minimum.
- ❖ No one will use ladders or work at height when alone in the building.
- ❖ When it is dark, security lights will be on around the outside of the building. If anyone notices that the lights are not working properly they should report it to the Headteacher or Caretaker immediately.
- ❖ Any incidents or accidents must be reported to the head immediately.

Outside of school:

- ❖ When a member of staff is on a course or training event that is not in school, they should text the Headteacher upon arrival at the venue or phone the school office as soon as possible.