



Lone worker policy January 2018

Bright Futures School is committed to ensuring staff and volunteers enjoy a safe and secure working environment. The school recognises that there are occasions when staff may be required, or choose, to work in isolated situations on their own or with pupils.

This policy is designed to cover these occasions. It identifies risks inherent in the 'lone worker' situation but is not a replacement for a full **risk assessment** which should be undertaken whenever a new activity or new location for activity is introduced.

The policy addresses the risks that may arise for those members of staff who are:

- Working alone in the school (no others on site).
- Working alone with one or more children in the school.
- Providing transport (alone) for one or more pupils in their car.
- Working alone off-site with one or more pupils.

Working alone in the school.

Typically, and unexceptionally, the first person to arrive, last person to leave or a teacher or school manager who chooses to work alone outside the usual school hours will be a 'lone worker'; the only person in the building at that time.

Risks	Actions
<p>Unwanted/unwelcome/unknown visitors seeking entry.</p> <p>Leaving the building on dark evenings.</p>	<p>Outer doors should be locked when there is only one person in the building.</p> <p>Switch outside lights on to ensure all is safe in carpark. Sort out belongings, return to school, set alarm and switch off external lights.</p> <p>If working out of school hours, ensure that someone (e.g. a family member) is aware that you are working alone, has your phone number and can thus contact you in the event that you do not return home at the time expected.</p> <p>Similarly, ensure that you have a phone number you can call in the event that you require assistance.</p>

Working alone with a pupil in the school

There are occasions when there is only one (lone) member of staff working with a school pupil on site. It could happen if other staff and pupils have left for off-site activities or if a pupil needed to be taken home by a member of staff due to illness or accident.

Staff should not work alone on site (or off-site) with more than one pupil.

We do not consider the situation to be that of ‘lone worker’ if there is one member of staff in school and another outside in the garden or garage, doing separate activity with pupils.

Risks	Actions
(Unwanted/unwelcome guests, etc. as identified above)	Assess the demeanour of the pupil with whom you are working or planning to work.
Additional risks if working alone with a pupil are those that may derive from the pupil or from the activity in which you are engaged.	Do not work alone if you identify risk of anger or frustration that may lead to physical threat or to the pupil seeking to leave the premises. Ensure that you have a phone number to call if you need assistance.

Providing transport (alone) for one or more pupils in your car.

Staff who transport to pupils in their car must ensure that their vehicle is appropriately insured for such use.

Risks	Actions
Breakdown or accident. Pupil Illness	Always carry a mobile phone. Be aware of pupils’ health records. Carry school first aid kit/contact details.
Disruptive or distracting pupil behaviour	Ensure pupil(s) are appropriately seated in the car and wearing seat belts.

Working alone with a pupil off-site.

Risks	Actions
Risks when working off-site are the same/similar to those when transporting pupils or working alone on-site.	Complete a risk assessment that includes a focus on the off-site location, environment and on the activity that is to be undertaken.
Additional risk may be presented by the physical location or by livestock or by the nature of the off-site activity.	Be guided by this assessment, as well as pupil, demeanour, when working with the pupil, off-site.

AJH

Updated January 2019.