



## LONE WORKING POLICY

<b>Person(s) responsible for this policy</b>	<b>DFO, Estates Bursar</b>		
<b>Last review by</b>	<b>Alison Bullock</b>	<b>Review date</b>	<b>September 2024</b>
<b>Date of next review</b>	<b>September 2025</b>		

### 1. Introduction

There are health and safety considerations associated with lone working. For the purposes of this policy, a lone worker is an individual who spends some or all their working hours working alone. This may occur:

- during normal working hours at an isolated location within the school or on school grounds
- when working on the school premises outside normal school hours. These are deemed to be between 6pm and 7am
- When working offsite

Outside of these times, permission must be sought from the DFO to be in school. In the absence of the DFO, permission should be requested from the Estates Bursar. Lone working at Streatham & Clapham High School covers the following situations:

- Opening up, locking up and cleaning at the school outside normal school hours.
- Arrival and departure times for staff and pupils
- Staff coming in to work during the evening, holiday times or at weekends.
- Offsite visits
- Staff working on the sports field at the Senior School
- Unacceptable lone working conditions

### 2. Aims and objectives

The aim of the policy is to ensure that all staff have a clear understanding of the procedures to be observed when working alone and to follow them safely.

### 3. Opening and Locking Up

- A member of the premises staff will open the Prep. School at 7am during term time and lock it at 6.30 pm once the After School Club and cleaners have left.
- A member of the premises staff will open the Senior School at 6.45am during term time.
- The school will be locked by 7pm each day during term time unless there is a meeting or event. Lettings take place from 7pm but other school staff are expected to leave by 6pm to allow the premises staff time to finish cleaning and checking the buildings.
- All caretaking staff carry radios for immediate contact with each other and the school office and have mobile phones for contacting emergency services.

- In the event of a medical emergency, help should be summoned using the radio or mobile phone.
- In the event of an intruder, the procedures detailed in the risk assessment for premises staff when opening and locking buildings should be observed.

#### 4 **Arrival times for staff and pupils**

##### **Pupils at Senior School**

- Pupils arriving in school between 7.30am and 8.10am must go to the following locations:
  - Madeleine Dring Hall – Supervised by SLT
  - Sixth Form – Sixth Form Cafè
- pupils are permitted to be in their form room and at their lockers from 8.10 am

##### **Pupils at the Prep. School**

- The doors are not opened until 8:15am each morning and pupils are not permitted access to the school unless they are attending a pre-arranged club. In this instance, the designated member of staff must supervise pupils.
- Children who are attending Breakfast Club will enter the school via the courtyard at 7.45 am.

##### **Staff**

- **All staff must sign in on arrival in using the Inventory. The main terminals are in the reception on both sites; alternative points are provided at the staff room door at the Senior School and at the Kitchen entrance at the Prep School**
- Staff must arrive after 7am

#### 5 **Departure Times for staff and pupils**

##### **Pupils**

- The school day ends at 4pm and it will be assumed that all pupils have left the building by 4:15 pm unless they are registered for a specific after school activity or are attending the study time in the library (ends at 5.30).
- The club or activity leader is responsible for ensuring that:
  - Activities are held in a location, which makes it possible to summon help easily in an emergency.
  - The student has permission from her parent(s)/carer(s) to remain in school and that appropriate arrangements are in place for the student to get home safely.
  - The student has collected her personal belongings and taken them to the club or activity.
  - a copy of the register stating the location of when and where the event is being held is given to office staff. If there are any concerns about non-attendance of a pupil, they must be reported to the office staff for investigation immediately.

##### **Staff**

- All Teachers, Support Staff and Peripatetic Teachers **MUST** sign in using Inventory and out on departure.
- Permission must be sought from SLT/Head of Prep. to go offsite during school hours (except lunch breaks) and all staff must sign in and out if they leave the school site at any time during the school day. In the absence of Head of Prep, staff should speak with the most Senior member of SLT on site.
- All staff must sign in and out during school closure periods.

- Permission must be sought from the Head / Deputy Head Academic / DFO to work or organise an event or meeting finishing after 6pm, if an event has not already been listed in the calendar.
- Staff leaving the school late at night (after parents' evenings/school trips) should try to ensure that they do not leave the building alone.

## 6 Staff coming into school during holiday periods

There will be a rota of staff in school for every holiday. Wherever possible, staff (including Heads) should not be in school on their own. In school holidays, all staff should sign in and out and note where they are working. During holiday periods staff are more vulnerable to intruders and there should always be at least two members of staff present. Staff should never tackle intruders. They must always have access to a telephone in order that they can contact the emergency services. The School Office or the Premises Staff should be aware of your whereabouts. External doors must always be secured to prevent access from outside (only exception extreme heat circumstances).

- **Opening Times** - During holiday periods the school is open to staff between 9am and 4pm. The premises staff will lock up promptly at 4pm unless building works are taking place, in which case there will be separate arrangements with the contractor(s).
- **Signing in and out** - All staff must go immediately sign in using Inentry. Do not go to another part of the building without first signing in. Staff must remember to sign out when leaving and, if possible, notify a member of the office staff, to ensure that staff are not locked in the building or time is wasted searching for a member of staff.
- If staff are leaving their cars whilst on a residential trip, the Estates Bursar / Site Manager must be advised.
- **Access to Senior School** - there is always a member of the office support staff and a member of the premises staff at work during each of the holiday periods. The exception is Christmas when the school closes for five days during the holiday.
- **Access to Prep. School** – the Prep. School office is closed during much of the holiday period. Staff in the Prep. School wishing to come in during the holidays should obtain the agreement of the Head of Prep., who will coordinate with staff to ensure there are a minimum of two people in the building and arrange for the building to be opened if necessary.
- **Access for staff and pupils at weekends** – is granted by permission of the Head / DFO
- **Premises staff working at weekends** – do so as part of their shift arrangements. They must adhere to the lone working risk assessment.

## 7 Offsite Visits

- For all offsite visits, staff should complete the appropriate documentation in advance, which will record all the details of the visit and emergency contact numbers.

## 8 Staff Providing One-to-One Tuition

- Staff should always try to work in rooms where there is a door vision panel. If this is not possible, the door should be left ajar. It is sensible to advise another member of staff that you are working with a pupil on a one-to-one basis

## 9 Staff in sole charge of the minibus

The minibus risk assessment must be adhered to.

- Staff must be equipped with a mobile telephone in case of accident and/or emergency. In appropriate cases, the emergency services should be called first and then the school office.

- There must always be back up arrangements at school to send immediate assistance if necessary. Similarly, appropriate back up arrangements must be made if the journey is to be outside school hours, and the member of staff must be in possession of contact numbers.
- The Head /DFO should ensure that staff travelling long distances in the minibus are not in sole charge of pupils and that in all cases the driver is not suffering from fatigue.
- It is illegal for drivers to use mobile phones whilst driving unless they are equipped with a proper hands-free kit, which enables them to receive calls safely. It is also an offence for an employer to require an employee to use a mobile phone whilst driving, without such equipment. *This equipment will normally only be provided to those staff for whom driving forms an essential part of their job, and who need to remain in regular contact with the school while travelling.* For the minibus shuttle run, an escort is on the bus who has a mobile phone.
- If it is essential for a member of staff to be contactable whilst making a journey by road, in the absence of a proper hands-free kit, they must pull over when it is safe to do so and switch off the engine before making or receiving a call.

## **10 PE Staff**

- Ideally staff should not be on their own in sole charge of pupils at off-site playing fields, but it is recognised that timetabling restrictions may make this impossible. Wherever possible a minimum of two staff will attend the sports ground for lessons or matches.
- Staff must always have access to a telephone or radio if working alone on the field/netball courts.
- Staff must have a current first aid qualification and always carry a first aid kit.
- If off site PE is taking place, there must be back up arrangements at school so that assistance can be sent immediately in case of an accident.
- Pupils must never be left alone out of site on the playing field.

## **11 Unacceptable Lone Working**

Lone working will be considered unacceptable in the following circumstances:

- If an employee is working alone in a location without easy access to a phone or means of summoning help.
- If the employee fails to make the employer aware of a medical condition which would preclude them from working alone.
- If an employee is working alone at height.
- If an employee is working alone using plant and equipment without an appropriate risk assessment.
- If an employee is involved in a one-to-one meeting either on or off site without the visitor/visit being registered and without another member of staff having been informed of their whereabouts.
- Where a risk assessment has identified that the activity must be carried out with a minimum of two people or with another person in close vicinity.