



## **INTRODUCTION**

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This policy is intended for staff, parents, governors and any other persons concerned with Lone working at The Saints Federation. It does not replace Norfolk County Council's Lone Working Compliance Code P617 but is in addition and complementary to it. The person responsible for lone working is Executive Headteacher along with the Interim Executive Board of governors.

## **AIMS**

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The Saints Federation aims to provide a safe working environment for all persons concerned with the school.

## **PROCEDURES**

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A lone working assessment is carried out annually on each site. Although the lone working assessment discourages lone working, it recognises that on occasions it is necessary. On these occasions lone workers

- will have access to a phone
- will have informed the Executive Headteacher and their next of kin where they are and what they are doing
- will have undergone correct training
- will not put themselves at further risk by carrying out dangerous activities, this includes working at height
- will have all the safety locks on, not letting anyone unknown to them in the building

Lone working will not be permitted if there is a known risk of work-related violence or aggression. This is defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as a physical attack.

## **MONITORING**

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All incidents involving lone workers, particularly incidents of work-related violence, must be reported on the NCC Incident Report Form and investigated by the Executive Headteacher/ Chair of Governors, as appropriate.

NEXT REVIEW: JULY 2025