



ALL SAINTS SCHOOL

Lone Working Policy

Approval Date:	July 2018
Review Date:	July 2019
Prepared by:	Judith Gardiner
Director Link	Judith Gardiner
Links with other policies:	Curriculum Policy Health and Safety Policy Staff Handbook
Signed:	

All Saints School

Lone Working Policy

Working alone is not forbidden but must be controlled and managed. **The School** will endeavour to manage this situation. Sometimes staff work after school but not in the following circumstances:

- operating dangerous machines is forbidden.
- or working alone with a pupil
- working at heights

The Head Teacher or Director will give you a contact number to ring in an emergency. You will also be contacted as necessary from time to time if lone working is required.

You must make sure that you give a partner, spouse or a friend your details and expected time of finishing so that if you fail to make contact they can contact the Head if necessary.

Health and Safety is a two-way partnership please work with us.

Evaluation

The School will ensure that the policy is up to date and relevant to current practice. In addition, the school will check that it reflects current legislation.