



Policy:	Lone Worker Policy (staff) 2025-2027
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Last Version:	October 20243

Key changes/notes:
There have been no changes to the previous version of this policy.

Statutory Requirement:	No
Proposed Renewal Cycle:	2 Years
Proposed annual review authority:	Governing Body
Policy Section:	Procedure

Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these." (Luke 18:16)

This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

## **Purpose**

This policy sets out our policy for providing a safe working environment for all colleagues who work alone, regardless of working hours or environment.

The risk of lone working varies with:

- Location
- The type of work being performed
- The potential for interaction with others

The controls put in place will reflect the risks colleagues may face when working alone.

The Health and Safety Executive defines a lone worker as someone who works by themselves without close or direct supervision. Staff who work alone do not have colleagues in the vicinity to assist if an incident occurs. This could be violence, abuse, a fall or health issues. Lone working control measures are designed to safeguard colleagues who work alone either some or all of the time.

This policy sets out how:

- Staff are required to comply with lone working controls that are put in place.
- Staff must take responsibility for their own safety.
- Senior Leaders are expected to identify and minimise risks associated with colleagues who are identified as working alone for periods of time.

## **Legal and Regulatory Framework**

It is our intention to comply with all relevant health and safety legislation, and to produce documented information to support our legal obligations.

## **Policy Statement**

We believe that the protection of staff from violence, accidents, ill health and other risks when working alone is of the utmost importance. Suitable and sufficient control measures will be made to minimise risks as far as reasonably practical.

Senior Leaders are responsible for assessing risks to lone workers, and reviewing this regularly. This should include lone working at home.

Appropriate operational measures are in place for colleagues who work in school alone:

- 1) When arriving at school, staff will inform their line manager or a member of the SLT that they are working alone, unless this is for breakfast club, when staff are arriving within a short period of time.
- 2) Staff will check that they are alone on site by using the CCTV.
- 3) A telephone will be taken with them to which ever room they are working in.

- 4) Staff will then let the notified members of staff know when leaving, or if on site for long periods of time, will check in at an agreed time.