



All Saints Avenue Margate Kent CT9 5QN 01843 290131 www.cherrytreeeducation.co.uk

OUTSTANDING IN ALL AREAS

CHERRY TREE SCHOOL LONE WORKING POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023, SEPTEMBER 2024, SEPTEMBER 2025

DATE OF NEXT REVIEW: SEPTEMBER 2026

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

Cherry Tree Lone Working Policy

Definition

A lone worker is, according to the definition set out in Croners Health and Safety:

“a worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision”.

Introduction

Cherry Tree staff may occasionally be working alone in the School or working out in the community without direct supervision.

Hazards which lone workers and staff in the community may face include:

- fire
- violence and abuse from members of the public/pupils
- intruders
- sudden illness
- allegations

Procedures

A risk assessment will be in place (see Risk Assessment section in Health & Safety folder) and updated regularly to ensure that staff are made aware of the risks and adhere to the control measures in order to minimise those risks.

Staff to ensure they have a school phone (with all contact numbers) with them at all times when off-site and in the community.

Furthermore, staff will be trained to undertake “dynamic” risk assessments on arrival in the community, where the actual presence of hazards cannot necessarily be detected in advance such as the influence of alcohol, drugs or the threat posed by animals or other hostile elements.

When working alone in school the room door should be propped open, as appropriate, and all staff to be made aware.

It is vital that in such circumstances Cherry Tree staff are empowered to make the decision as to whether or not it is safe to work.

**This policy will be reviewed annually by the Headteacher
and or the Management Committee**