

St Joseph's Catholic Primary School

'Following Jesus in all we do'



2021-2023

Contact Details

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Safeguarding: All staff plan their learning and craft their provision for pupils in this area by adhering to the guidelines laid out in 'Keeping Children Safe in Education 2020'. All staff are trained and told to adhere to the 'Guidance for Safer Working Practice for the Protection of Children and Staff in Education Settings October 2020'

This Policy covers all offline and online activity by the same principles and is used in conjunction with our related policies for:

- Equal Opportunities
- Disability Access Arrangements
- SEN and Inclusion Policy
- Racial Equality and Harassment, Catholic Life (including Prevent strategies and SMSC)
- Positive Behaviour Policy/Code of Conduct.
- Remote Learning Policy

MISSION:

“To provide a happy, secure environment in which children will learn respect and tolerance for others and knowledge of and reverence for the Catholic faith, while pursuing a creative curriculum which will enable them to develop their mosaic of intelligences.”

Aim:

To ensure adequate control measures are put into place to safeguard all employees who work alone at any point during their contractual duties.

Lone Worker:

People working alone or in isolation from others may be at particular risk either because of circumstances of their day to day working or because an emergency may occur. They are at extra risk if they are not in regular contact with others and are not kept informed of any changes that may affect them. Lone workers should not be at more risk than other employees. This may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions such as:

1. Does the workplace present a special risk to the lone worker?
2. Is there a safe way in and out for one person?
3. Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
4. Is there a risk of violence?
5. Does the person have any medical condition that may affect their suitability to work alone?
6. What happens if the person either becomes ill, has an accident or there is an emergency?

There are various work activities that result in staff members working alone, for example:

1. Staff that are required to work alone for all or most of the time, such as cleaning staff working at night or early morning.
2. Staff staying on to finish urgent work after others have left, or those who regularly work late or start early, before anyone else gets into the building.
3. Staff who are key-holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone else has gone home.

Many lone workers could come into more than one of the categories below. These categories can be split into levels of risk as follows:

- Category One: Staff working in offices or other secure locations outside of normal working hours or who routinely work in these locations on their own.
- Category Two: The caretaker and cleaning staff that have to work out of hours; (refer to caretakers and site manager section, under activities to be avoided).
- Category Three: Key holders on a call out.

Manager Duties:

- Provide safe systems of work for all staff.
- Ensure that there are appropriate security systems in place to secure the building.
- Carry out personal risk assessments for all staff working alone.
- During one-to-one sessions, discuss the control measures that are in place to ensure they are still adequate or discuss amendments.
- Identify any training needs and ensure these are met.
- Ensure systems are agreed, on how to raise the alarm and copies of the procedures are given to all relevant staff.
- Ensure that anyone who is not able to raise the alarm is not left alone.

- Ensure that during induction all procedures are discussed, a copy of relevant information is obtained, and a training plan is agreed by both the staff member and the manager.
- Ensure that the staff members are suitable to be left working alone.
- Ensure that your procedures allow for lone workers to request additional support when they feel vulnerable.
- Discuss this policy on a regular basis during team meetings, and especially if an incident has occurred.
- Provide practical support when needed.
- Report any incidents to the Headteacher.
- Record and monitor all accidents and incidents and report findings to the Headteacher.

Staff Responsibilities:

Staff members have a duty of care for themselves and anyone else who could be affected by their actions. Therefore, they have a responsibility to ensure that they:

- Are aware and follow all policies or procedures.
- Always plan ahead.
- Are fully aware of the risks when working alone.
- Do not put themselves in potential danger.
- Ensure that they have made themselves aware of the nearest place of safety.
- Be aware of the on-site security procedures.
- Ensure that access is available to personal alarms/mobile phones or some form of personal communication.

Reference:

Health and Safety at Work Act 1974, section 2.

Procedure:

1. All external doors will be secured after 15:15 each day, Monday to Friday, during term time, KS2 doors and KS1 library are still available as fire exits. The exception to this is the school hall, which houses After-school club from 15:00-18:00 and is open while children have free-flow.
2. Outside term time, all external and internal doors will be locked at all times.
3. **Should staff visit outside school hours or outside term time, they must make arrangements and inform the headteacher and the Site Manager that they will be entering the school premises and the time that they intend to be there. They must inform the Headteacher or Site Manager when they leave. The doors will be locked during their presence in the building with the exception of the kitchen door which will be open but has the coded security magnet.**
4. All lone workers must have mobile phones switched on when there are no pupils in school.
5. A Fire evacuation procedure is listed in ALL rooms and each member of staff is issued with their own copy.
6. Telephones with external lines are located in: Head's office, Main School Office, Site Manager's Office, Willow Room, Staff Room.
7. **Emergency Contact numbers:** 07719108185/ 07719108187

This ensures that any staff working alone have access to a telephone.

February 2021
Approved by the Full Governing Body February 2019
Review date February 2023