



### **Lone Working Policy**

Wherever possible staff will endeavour to carry out tasks during the school day.

It is recommended that staff co-ordinate their work in school with colleagues and try to arrive and leave at the same time.

Should the above not be possible, staff must inform family or a friend of their intentions to visit school alone, giving their intended time of arrival and departure.

If a member of the staff has no one to inform of their intentions to work alone at school, they should contact or inform the Headteacher of their intended visit and safe return to their home.

This policy will be reviewed every 2 years by the Governing Body of the school.

Date Reviewed by FGB Reissued Oct 2021