

St Martin's Catholic Primary School



Lone Working Policy

This policy should be read in the light of our:

- ❖ **Our Mission** to foster the personal development and academic achievement of each child by providing a caring and creative environment that adheres to the foundations and values of the Catholic Faith.
- ❖ **Our Vision** to inspire all to lead, through love and service, the life of purpose and excellence that God wants for us.

Approved by Committee:

Dec 15

Approved by FGB

Dec 15

Next Review date:

September 18

Lone Working Policy

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

If staff need to work in school during evenings, weekends or school holidays, it is advisable for colleagues to try and arrive and leave at the same time.

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

Any member of staff working in school after school hours must ensure that the outer main doors remain locked.

Staff working alone after school hours are also responsible for securing windows, turning off lights, setting the security alarm, locking the main door and securing the school gates as they leave.