

Elmsett C. of E. V.C.P. School

Lone Working Policy



Document Control

Updated:	October 2016
Person responsible:	Headteacher
Written by:	Headteacher
Monitored by:	Headteacher
Reviewed by:	Resources Committee
Next review:	Spring 2020 or as needs dictate
Adopted on:	
Signed:	

Contents:

1. If working alone at school you must:.....	3
2. Late Meetings.....	3

1. IF WORKING ALONE AT SCHOOL YOU MUST:

- Keep all doors locked
- Ensure that somebody knows that you are at school
- Phone someone before leaving to tell then you are on your way
- Do not work at height.
- Try not to be on your own unless absolutely necessary.

2. LATE MEETINGS

- Please ensure that you park your car in the school playground or by the office.