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**Glenburnie Primary School – Working Alone or in Isolation Policy**
**Effective Date:** 21st of May 2025
**Review Date:** 21st of May 2028
**Ratified by:** Principal/School Staff and School Governing Council

**1. Purpose**

This policy aims to ensure the health, safety, and wellbeing of all staff, contractors, and volunteers who may work alone or in isolation at **Glenburnie Primary School**. It outlines the procedures and responsibilities to manage risks associated with working without direct supervision or immediate assistance.

**2. Scope**

This policy applies to all employees, contractors, and volunteers at **Glenburnie Primary School** who work alone or in isolated conditions either on school premises or during off-site school-related activities.

**3. Definition**

**Working alone or in isolation** refers to any work situation where a person is unable to get immediate assistance due to location, time, or nature of the work being performed. Examples include:

* Staff working outside regular school hours
* Cleaners or groundskeepers working alone
* Staff performing maintenance in remote or locked areas
* Off-site duties (e.g. home visits, excursions supervision, site inspections)

**4. Policy Statement**

**Glenburnie Primary School** is committed to providing a safe work environment for all individuals. The school will assess risks, implement control measures, and maintain communication procedures to ensure the safety of anyone working alone or in isolation.

**5. Responsibilities**

**Principal/Leadership Team:**

* Ensure risk assessments are conducted for lone work situations
* Implement appropriate risk control measures
* Provide training and information on lone worker procedures
* Review incidents and update procedures as needed

**Staff and Contractors:**

* Follow established lone work procedures
* Use communication and check-in systems provided
* Report hazards, near misses, or incidents promptly

**6. Risk Assessment and Controls**

Risk assessments must be conducted before assigning lone work duties. Considerations include:

* Type of work and associated hazards
* Time of day and location
* Accessibility of emergency assistance
* Physical or mental health conditions of the worker

Control measures may include:

* Using a buddy system when possible
* Scheduled check-in calls or texts
* Use of personal alarms or communication devices
* Restricting certain high-risk tasks to supervised conditions only
* **All staff to text principal when arriving on site after hours, on weekends and during holidays and then text principal when leaving**

**7. Communication and Emergency Procedures**

* Workers must carry a mobile phone or radio and keep it charged and accessible
* Pre-agreed check-in times must be adhered to
* Emergency contact numbers must be posted and readily available
* In the event of no check-in or response, escalation procedures (e.g. contacting emergency services) must be followed

**8. Training and Awareness**

All relevant staff will be trained on:

* Hazards of working alone
* Safe work practices and communication protocols
* Emergency response procedures

**9. Monitoring and Review**

This policy and associated procedures will be reviewed by the school’s leadership by **21st of May 2028**, or earlier if an incident occurs or significant changes in work conditions arise.