



## **Working Alone Policy**

### **RATIONALE:**

St Joseph's School recognises that there may be times when employees choose to work in isolation. St Joseph's School is committed to ensuring that any potential for injury that could result from working in isolation might be prevented.

### **AIM:**

Through the application of this policy, we at St Joseph's School aim to:

- Provide clear guidelines to ensure the safety of all staff members working onsite.
- Provide a safe working environment for all staff members.

### **IMPLEMENTATION:**

When working alone on the school premises, at whatever time of the day, employees will (in addition to the safe work practices followed) take the following precautions to ensure that they are safe.

#### ***Employees Identified as Working in Isolation:***

Employees will let a member of the Leadership Team know when they are working alone, and what time they are expected to finish and advise that person when they have left.

There are telephones in most classrooms, a phone in Administration area, library and staffroom which are accessible at all times. Internal Phone Numbers are to be displayed in every room.

Staff should carry their mobile phone with them, and if on the premises at night, lock themselves in the building.

If a staff member feels that an intruder is present, they must dial 000 or press the alarm located at the Administration desk. Under no circumstances should staff confront the intruder as confrontation could be dangerous.

#### ***Employees Working Before or After Hours:***

On entering the premises, all staff are required to disarm the alarm and mark themselves present on the in and out board near the front door. Staff members are to ensure that the Administration Area is always locked, if there are no Administration staff present. This applies to staff entering before working hours as well as those working out of hours.

When employees are working after hours, they will ensure that the premises are securely locked. Employees are to ensure that they lock all doors and gates that they pass through. All doors are to be locked, and buildings secure on leaving the premises. The alarm is to be reactivated.

If possible, employees will ensure that there is someone with them when they need to work after hours and carry a mobile phone.

If working at night, employees will check and ensure that security lights are on.

Should an employee feel that an intruder is present, they will call the Police 000 and the Principal is to be notified immediately.

Debriefing or Counselling sessions will be arranged by the Principal if there is an incident.

Signed:

Chairperson School Board: Steve Atkinson .....September 2024

Principal: Don DePalma .....September 2024

Policy Review Date: September 2024

Next Review Date: September 2027