

## LONE WORKER POLICY

Lone workers are those who work by themselves without close or direct supervision.

### Aims

SCL International College recognises that occasionally staff may need to be in the building working alone out of office hours. The school takes its responsibility to lone workers seriously and assesses any risks and takes all necessary steps to avoid or control risks where necessary.

### Procedures

- Inform the School Director or colleague that you will be working alone.
- Ensure all doors are locked, particularly the main door to the college, and that it is securely closed behind you.
- Do not answer any door to visitors before checking that the caller is known to you.
- If you are unhappy with any situation text or call the School Principal or a colleague who is aware that you are working alone.
- Once you have left the building text the arranged contact to say that you have left safely.

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