Lone working procedures (2023 - 2024)

- Dale Craig (Area Site Manager), Korsah Sarpomaa or Ian Garrard (Premises Manager) Bijal Pandya (Principal), Shivani Vyas (BSM) have all either completed the Lone Working training or have been briefed on the practices of lone working.
- Other members of staff will only be on site whilst one of the above keyholders are also on site.
- KS/IG will send email communication to all staff regarding school opening hours during school breaks.
- All members of staff to ensure they sign in and sign out on Inventry.
- BP, KS, IG and SV are the only members of School staff who know the alarm code.
- Member of staff working alone (BP, KS, IG and SV) will communicate via text or phone call the times they will be onsite and confirm they have left the site. A WhatsApp group has been set up for this purpose including lettings happening on weekends and evenings via School Hire.
- Whilst on site, mobile phone to be on person at all times.
- BP, KS, IG and SV to share next of kin contact details with each other and available on Arbor, so if they are unreachable, it can be checked that they have reached home safely.
- Front door to be locked at all times.
- Use of lift is strictly prohibited whilst working on site alone.

Responding to an activated burglar alarm at the school outside school hours

• The intruder alarm is monitored by Securitas
• Should an out of hours activation be received a Securitas mobile patrol will attend the school, carry out a visual inspection and reset the alarm.
• Should the security of the school be compromised then keyholders from the school will be
• called by Securitas. The order of calling is BP, KS or IG and SV
•Should a keyholder attend and feel that it is not safe to enter the building the police will be called to assist with searching the school building.