

## **LONE WORKING – ADVICE AND GUIDANCE NOTE FOR TEACHING STAFF**

Lone working is a common place feature of many jobs and typical lone workers in The Moray Council include:

- ❖ single occupants of premises, such as someone in sole charge of an office in a remote location
- ❖ staff operating away from their base, such as maintenance inspectors, home care supervisors, home carers, housing officers, social workers etc
- ❖ out of hours workers, such as office cleaners, caretakers

Although teachers do not readily sit within the above definitions there are issues which require to be considered in the normal day to day working of some teaching staff. Clearly, a teacher in a classroom with a group of children and young people would not be defined as a lone worker.

However some examples of teachers' conditions which may require consideration in this regard are:

- ❖ PE staff teaching in playing fields/playgrounds away from the main building
- ❖ staff teaching in an annexe/hut separated from the main building
- ❖ parent/teacher interviews
- ❖ situations involving children and young people with potential for predictable violent outbursts
- ❖ situations involving children and young people with a propensity for malicious allegations

School management and staff should consider each circumstance on its own merits and, where it is considered necessary and appropriate, adopt suitable procedures.

For example:

- PE staff in a playing field away from any building – these staff could be provided with either walkie talkie equipment or a mobile phone so that they can contact the school office in any emergency
- Staff operating in an annexe, these buildings should have mainline telephones as standard but if this is not the case then serious consideration should be given again to provision of walkie talkie and/or mobile phone.
- Parent/teacher interviews – if the school is aware in advance of any likely issues then suitable precautions should be taken either by ensuring a second member of staff is present or that the interview is arranged for a venue within the school which is easily supervised.

A common sense approach to risk assessment and considering all reasonable factors should ensure the appropriate health and safety of all concerned.