



# Colo Heights Public School

## Working Alone in Schools

### Policy Statement

Last revision: 2005

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#### Rationale

Small schools are in the unique situation where one staff member may be present in the school on their own.

#### Aims

- To provide guidance to staff on procedures to be followed if they are working in the school on their own

#### Procedures

##### ***During School Hours***

- Where practical staff should not be at school alone during school hours
- Where this cannot be avoided staff should ensure that;
  - Reasons and times are noted in the sign on book as to why only one staff member is present
  - They are able to contact others as necessary. This may involve the provision of a cordless telephone or other device by the school
  - Child Protection and Occupational Health and Safety issues are considered when implementing activities

##### ***Outside School Hours***

- Where practical staff should not be at school alone outside school hours
- Where this cannot be avoided staff should ensure that;
  - They sign on to register their presence at the school, noting time of arrival and departure
  - Principal is informed when a staff member will be on site out of school hours. The principal will inform another member of staff when they intend to be on site outside school hours
  - Some form of communication is carried by the staff member

#### Legislative Requirements

Section 28 of the Occupational Health and Safety Act 2000 states;

*It is a defence to any proceedings against a person for an offence against a provision of this Act or the regulations if the person proves that:*

- a. it was not reasonably practicable for the person to comply with the provision, or*
- b. the commission of the offence was due to causes over which the person had no control and against the happening of which it was practicable for the person to make provision*

#### Related documents

Occupational Health and Safety Act 2000