

# Staff Working Alone Policy



## Rationale

Staff and student safety is of paramount importance to members of the GWSC Community.

## Implementation

- Staff should not be on grounds or in buildings unless a College Caretaker is on site.
- College buildings will be open to staff from 6.45am until 6pm on school days.
- Any request for out of hours access to the College must be made directly to the Facilities Manager or the Principal. Any such request will be considered in line with the constraints of the provision of appropriate supervision for out of hours use of facilities.
- Maintenance Staff will carry on their person the college mobile phone, contact No. 0417 030607, with contact numbers programmed into the memory for: College Principal, Facilities Manager (on call 24 hours) Police and Department of Education Security.
- All staff will be issued with an out of hours contact card incorporating caretaker contact number and emergency number on back. This information is also found in the Staff Responsibilities pages of the Staff Planner.
- All staff, including Maintenance Staff, in relation to personal safety, are to follow the processes set down in the College Visitor Policy as well as the Trespass policy of the Department of Education Safety Responses.
- If staff feel they are in a position that their personal safety is compromised they are to move to a safe position and obtain assistance.
- If staff, including maintenance staff, are working alone and the task could result in personal injury, i.e. working off ladders, steps, at heights, lifting heavy materials or equipment, they should seek assistance from others keeping in mind the risks involved, or reconsider the activity in question.

## References

<http://www.education.vic.gov.au/school/principals/spag/governance/pages/trespassers.aspx>

## Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified in March 2018

This policy will be reviewed in March 2021