



Holbrook Primary School

Home School Link Worker's Lone Working Policy

June 2016

The Home School Link Worker will provide a copy of the days he/she is expecting to be in school to the school office at the start of every school year and will then advise in advance of any amendments. If he/she does not arrive in school by 10.00 am on a known day of work then the Administrative Officer or in his/her absence the Finance Officer will contact him/her by telephone.

The Home School Link Worker will ensure that ALL appointments are given in writing to the admin team before she leaves for the appointment with an approximate return time. If he/she does not return within 10 minutes of that time the Administrative Officer or in his/her absence the Finance Officer will contact him/her by telephone. If there is no response the police must be called immediately and advised of the address where he/she is visiting.

At the end of the working day the Administrative Officer or in his/her absence the Finance Officer will check that the Home School Link Worker has returned from all appointments. If he/she has not returned they will contact him/her by telephone. If she is in school they will ensure she is aware that they are leaving the premises.

If the Home School Link Worker is going to an appointment before coming into school, he/she will contact the Administrative Officer by either email or text with the visit details. The Administrative Officer will respond to the Home School Link Worker to ensure that he/she knows the message has been received.

If the Home School Link Worker encounters any problems whilst out on an appointment he/she will call the school and use the following coded message:

I WILL BE UNABLE TO ATTEND THE
HEADTEACHERS' MEETING TODAY

The person taking the call must then telephone the police immediately and inform them of the address the Home School Link Worker is visiting.

Review date June 2018 signed by Head of School _____ Chair of Govs _____