

<b>Name of Policy:</b> Personal Safety	<b>Version/Last Review Date</b> Nov 2018
<b>Statutory documents linked to policy:</b>	<b>Previous review date:</b> April 2013 (V1))
<b>Other Policies linked to this policy:</b> Lone Worker	<b>Next Review Date:</b> Nov 2021 (V3)
<b>Governor Committee Responsible</b>	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

- All staff working from West Newcastle Academy should be aware of the risks of crime and violence and should be vigilant in their work practices to minimise risks to themselves, other workers and school users.
- The Directors have approved the following advice and procedures and recommends that they are adopted by all workers to reduce the risks from violence.

### 2. **Avoiding Violence**

- Dealing with money

Employees who collect or have charge of money should, at all times, use safety equipment provided eg. Security boxes and should endeavour not to handle large amounts of money at any one time. If challenged or threatened they **MUST NOT** attempt to fight or struggle to save the money but to get themselves to a place of safety. When it is safe to do so, they should raise the alarm.

Staff should not attempt to pursue or apprehend a thief under any circumstances.

Threats of violence or crime against a member of staff must be reported to the police and the Head Teacher should be notified immediately.

### 4. **Staff Safety In the school**

- **General**
- Staff should ensure that the school front door is closed at all times. Staff should ensure that the office door is closed and the alarm is engaged if staff are using the school and the offices are empty. Should 1 member of staff be in the offices alone (regardless of whether people are using the school), they should ensure the office door is closed.
- No member of staff should be expected to work alone in the office outside normal working hours if they do not feel safe to do so. Any member of staff choosing to do so should lock the outside door.
- All valuables whether personal or school property should be locked away.
- Staff working in the school after 6pm or attending evening meetings in the area and do not have their own transport can claim a taxi fare if the member of staff feels that it would be in the interest of their safety to do so.

#### Alarm and Key holders

- All staff should be informed about keys for the building and how to set the alarm.
- Should the alarm or locks not function properly, staff should contact the bursar.
- The bursar is to be contacted in case of an emergency outside office hours regarding building security.
- Staff will be reimbursed for any expenses and time incurred when dealing with such incidences outside of office hours.

### 3. **Personal Safety For Staff Working Outside The School**

Personal alarms are available to staff who are working outside the school.

Staff should be vigilant and take responsibility for their safety and that of their colleagues.

- **Precautions To Avoid Theft And Risk From Assault**

The following guidance is based on advice given by the Crime Prevention section of Northumbria Police to the Personnel Department of the City of Newcastle about the avoidance of car crime.

The victims of this type of crime are almost always female and, no matter where you are travelling, if you travel by car you could be exposed to the risk of such a theft and associated assault. In order to avoid becoming a victim, you are advised to follow the following precautions:

- Never have bags, cases or valuables on the passenger seat or on view in the vehicle; either put them right under the seat or place them in the boot, which should be locked.
- When driving in town, keep doors locked and windows closed if you think there may be danger.
- Plan your route in advance and take maps so that you don't have to stop and ask for directions, try to stay on main roads, where possible.
- If a missile is thrown at your vehicle do not stop; instead, drive on to the nearest police station and report it.
- Do not give lifts to strangers.
- Make sure you have enough money and petrol and an inflated spare tyre.
- When intending or needing to stop your car make sure you know what is going on adjacent to the roadway.
- After dark, park in a well-lit busy place whenever possible.
- Have your key ready when you go back to your car. Make sure there is no one in the car.
- If you are threatened, shout, scream, or utilise your personal alarm. If your bag is snatched let go - your safety is more important.
- If an incident occurs notify the police and report it to the Head Teacher.
- Pre book and use known bus and taxi companies.

### **West Newcastle Academy Home Visit Procedure**

When staff are going on home visits they must put the following details in the home visit recording book, which can be located on Administrator's desk in the office:

- Worker's name
- Families address
- Appointment time Start/Finish
- Mobile number

The administrator will then transfer this to their computer where an alarm will sound at the end of each visit as a reminder to check on staff's safety.

When staff have completed their home visit they must let the administrator know they are safe.

### **Person Responsible for making the necessary checks**

Main Person: Administrator

If the above are unavailable you must let a designated person know your whereabouts and the time you are expected to leave. You must contact that person when your visit has finished to tell them you are safe.

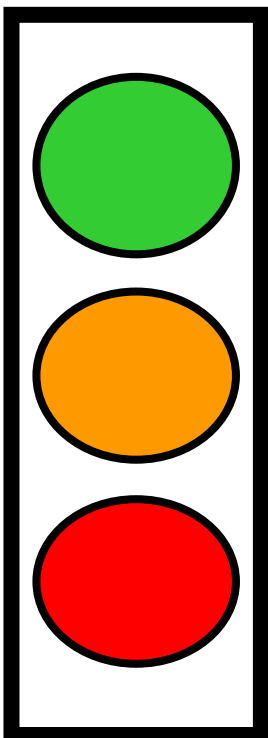
The following system should be used if you think you could be in danger (**Traffic Light System**).

### TRAFFIC LIGHT SYSTEM

Always ensure you have filled in the details of your visit to a client's home/outreach venue in the book. Remember your personal safety at all times and leave your mobile phone turned on and within easy reach.

The Traffic Light System can work two ways.

YOU can alert others and/or respond to questions concerning your safety if you are in a position of danger without alerting the person you are with, by either 1) ringing us or 2) because someone is checking on you if you are not back at the expected time.



**Ringing the office or answering a question regarding your safety:** (EXAMPLE) 'Hi ... sorry I forgot to tell you where the green file is...'

(I'm fine, but I will be late. Can you ring me in 15mins to check I'm okay)

**Ringing the office or answering a question regarding your safety:** (EXAMPLE) 'Hi... sorry I forgot to tell you where the orange file is...'

(I'm slightly uncertain about the client's state and would like you to ring me back in 5 minutes to check I'm okay)

**Ringing the office or answering a question regarding your safety:** (EXAMPLE) 'Hi, ... sorry I forgot to tell you where the RED file is...' OR after an amber phonecall 'Hi ... I've got the RED file with me...'

(I think I'm possibly in danger, please alert the police to my whereabouts)

To ensure **everyone** understands exactly please remember the key words are **green, orange or red FILE** regardless of how you word the question or answer!!

Any volunteers that might be left in the position of staffing the office will have a full induction on this system. The volunteers will also be given a couple of staff mobile numbers who they could contact in any of the three instances above for support.