



St Joseph's Adolescent School  
Roll No. 20153N

**Staff Working Alone With Student Policy**

Personal Security is the responsibility of each staff member.

Take all responsible precautions to ensure your personal safety. These include:

- Ensure you are familiar with the personal alarm system and unit and use them when you feel it is appropriate. If you are unsure please ask the principal.
- If a student has a history of uncontrollable behaviour or if there is anything that indicates a high risk, see this student is accompanied by another staff member until you build up a rapport and feel safe in their company.
- If you feel your personal safety is at risk in the company of a student, refuse to meet with them.
- Evaluate new cases for risk factors and all cases on an ongoing basis and bring to the managements' attention. Education on risk assessment is key to this
- Ensure all appointments are arranged when at least one other staff member is in the building who is aware of the session; Teachers should never be in the school building with a student alone
- Inform another staff member [teacher, nurse or secretary] to walk past the room every few minutes to look in on the student/teacher. The person looking in on the student should document this external supervision if necessary [date, time, student, teacher, concerns]
- Ensure staff are aware of Child Protection Guidelines
- Use rooms which have glass panels on the door
- Always position yourself nearest the door
- Table between teacher and student
- Leave the door open

- Document the session in the weekly evaluation [located on the School T Drive]

Policy reviewed:
Ratified by Board of Management:
Signature: _____ <i>Chairperson Board of Management</i>
Date: _____
Review Date: _____