

CONNECT CHARTER SCHOOL SOCIETY

Policy Title: **Working Alone**

Policy No. **8.02**

RATIONALE: The Board recognizes that there are times and circumstances when employees will be working alone.

POLICY: The Board recognizes the need for the safety of employees working alone at the school site.

PRINCIPLES:

1. At times individual employees may attend to school related work on-site when no other employees are present.
2. When working alone, an employee will have access to tools that minimize the risk of working alone.

First Reading April 22, 2008

Adopted May 20, 2008

Amended February 11, 2020

PROCEDURES

1. An appropriate intrusion security alarm system shall be maintained on the school building.
2. An employee arriving at the building outside of normal school hours is to sign in upon arrival and out upon exiting.
3. It is strongly recommended that another adult residing off-site be informed of the approximate arrival and departure times for the on-site employee. Contact information for school administration will be provided to all employees so it can be shared with those people who would be notified by the employee of arrival and departure times. Providing this contact information will enable those off-site adults to contact school administration who have access to the school building at all hours.
4. The employee must have a readily accessible means of contacting help in the event of an emergency; i.e. a telephone with an outside line, a personal cell phone, etc.