



Lone Working Policy

At Abbotsham and Alwington Preschool we recognise that there may be times especially at the beginning or end of a working day, where staff members could be in the setting working alone, during these times the Lone Worker Policy should be adhered to. This may be inside or outside on setting grounds where, should an emergency happen, there is nobody who could be expected to come to their aid.

Staff members will be given the Lone Worker Policy and will have access to read it if they are to be alone in the setting.

Procedures When Lone Working

- Avoid lone working wherever possible.
- Staff should sign in and out of the setting at the register by the front door, logging the date and times which they arrive and leave.
- Staff should carry either a mobile phone or setting telephone at all times when lone working in case of injury which renders the staff member immobile.
- When intending to work at the setting during closed times such as holidays or weekends, staff should let someone know family/relatives/colleague you are coming into work, how long you expect to be and when you are leaving.
- The manager should also be informed if staff plan to enter the setting during closed times such as holidays or evenings.
- Staff should follow fire evacuation procedures and attend fire assembly points in the event of a fire.
- Staff must not approach or let into the building unknown persons when lone working. If maintenance workers are expected to do jobs in the setting two staff members should remain to oversee the work, or the lone worker should keep in communication with another staff member/chairperson, to let them know they are alone with someone and agree an amount of time to wait for an update to say the lone worker is safe. If the allotted time passes and the lone worker has not informed the staff member of their safety, a courtesy call should be made to the setting number and mobile phone. If no contact made and concerns arise, police should be involved and a visit to the setting made, with more than one worker visiting the lone worker to check safety.
- The usual end of day checklist should be followed to ensure the staff member has remembered all lights and power points to switch off and checks to be made before final exit of the premises.
- Any confidential information holding filing cabinets and cupboards used should be locked again.
- Staff should ensure that the gate is locked and that the doors are locked securely before leaving.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.