LONE WORKING POLICY

Stonham Aspal Pre-school recognises 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 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 managers should also be informed if staff plan to enter the setting during closed times such as holidays or evenings to carry out parents 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/contracted workers are expected to do jobs in the setting two staff members should remain on site, or the lone worker should keep in communication with the managers, to let them know they are alone with someone and agree an amount of time to wait for an update. If the allotted time passes and the lone worker has not informed the staff member of their safety, a curtesy call should be made to the setting number and mobile phone. If no contact can be made and concerns arise, two people should visit the setting to check the lone workers wellbeing.
* Cleaning staff should not allow access to unknown persons.
* 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 and the key cupboard also locked.
* Staff should ensure that the back gate is padlocked and any opened sheds are closed and padlocked after finishing work in the setting alone, and that the back door is locked securely before leaving again via the front door (which is key code locked from the outside.)

***Links into other policies:***

Employment Policy

Health and Safety Policy

Visitors to preschool Policy

*Through this policy we promote the five Every Child Matters Priority Outcomes:*

* *Stay Safe*
* *Being Healthy*
* *Enjoy and Achieve*
* *Make a Positive Contribution*
* *Achieve Economic Well-being*

***Responsibility:***

* *Stonham Aspal Pre-School will ensure that all staff, parents/carers, volunteers and others involved in its work will follow and implement this policy.*
* *The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.*
* *This Safeguarding Children Policy (“Child Protection”) will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents/carers will also be invited to contribute.*
* *We will listen to children’s points of view and consider this when making and reviewing policies.*

***This Safeguarding Children (“Child Protection”) Policy was adopted at a meeting of the Stonham Aspal Pre-School Committee***

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| ***Date*** | ***April 2020*** |
| ***To be reviewed again by:*** | ***April 2021*** |
| ***Chairperson signature*** |  |
| ***Pre-School Manger signature*** |  |