Watery Lane Preschool

Lone working

Policy statement

At Watery Lane Preschool we understand that sometimes staff may be required to work flexibly and this may necessitate lone working outside of session time on the Preschool site for administration tasks only.

Procedures

Where a member of staff plans to work alone on the preschool site the following procedures should be adhered to:

- ✓ a phone call or text must be made to the manager or supervisor to advise of arrival at Preschool and the estimated duration of their stay. Alternatively if this is unpractical then a family member or friend should fulfil the same function.
- ✓ a phone call or text must be made to the same person on departure
- ✓ if the member of staff lone working has not phoned or returned home within 30 minutes of their estimated departure time then the manager / supervisor / family member or friend must attempt contact by phone. If they are unable to make contact then they must proceed to preschool and check on the member of staff in person preferably taking someone else with them. If this is not possible then they should let someone know where they are going and why.
- ✓ On leaving preschool the premises should be locked securely

Links to existing policies: Emergency Evacuation and Critical Incident / Health and Safety / Risk Assessment / Staff Behaviour / Staffing and Employment

Links to legislation: Management of Health and Safety at Work Regulations 1999

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on _____

Signed on behalf of management committee _____

Name of signatory_____

Role of signatory _____

Date to be reviewed _____