



## Lone Worker Policy

At Daisy and Rainbow Childcare we have a priority to keep the children with whom we work, safe from harm. We understand that we also have a responsibility to reduce the risk of harm to any of our staff or volunteers when engaged in any activities under the direction of, and for the benefit of, the charity.

All staff and volunteers are expected to work alongside at least one other person within the building. This policy is further upheld by the process which dictates that no child will be left in the sole care of any one of our team members alone during work hours.

To reduce the potential risks of working alone the following processes will be adhered to;

Lone working procedures should be employed in any instance when

- a) a worker or volunteer will be working any additional lone working time after the normal opening hours of the setting. This should only ever be a senior member of the leadership team.
- b) A worker needs to travel to another venue or to our sister setting.

In the case of a), any Out-of-Hours worker should;

1. Inform another member of the Leadership Team – a Buddy Contact
2. Agree how long the work will continue for and anticipate a finish time
3. The Out-of-hours worker will contact their chosen Buddy Contact when they have completed work and are leaving the building.
4. The Buddy Contact agrees that they will make phone contact with the Out-of- Hours worker at an agreed time, not more than 2 hours later if no contact is made by the Out-of-Hours worker.
5. During Out-of-Hours work the entrance door should be locked.
6. Workers are also advised to inform a relative / personal contact of their anticipated work hours.
7. In the case of no contact with the Buddy Contact from the Out-of-hours worker, he/she will raise the alarm.

In the case of b), any Lone traveller should;

1. ensure that before they leave the building and grounds that at least 1 person is aware of where they are going and expected return time.
2. Each lone worker will ensure they have an operational mobile phone.
3. The lone worker will phone if the expected return time is to be different.
4. Lone workers will carry official ID from the setting bearing their name, job title, Centre phone contact number, manager's signature, worker's photograph and Centre logo.
5. If the lone worker has cause for concern they will ensure their own safety and then contact the setting at the earliest opportunity.
6. If the lone worker does not provide communication nor returns at the anticipated time the setting should phone to seek to make contact.
7. In cases where no contact can be made the alarm should be raised.

Policy formulated on: June 2010

Policy last reviewed on: July 17

Signed: Judy Westacott/