



## **Lone Worker Policy**

It may be on occasion that a member of staff may be outside alone with the children (no more than adult / child ratio). The following measures are in place for communication between staff:

- Any staff members working outside are required to take a walkie talkie to communicate with staff members working indoors.
- Staff who are indoors, are required to check on the member of staff outdoors every 10 minutes to ensure all is well.
- The kitchen window is left open to also enable any staff member working outside to communicate with those working inside.

There will always be a minimum of two staff members on the premises at all times. The only occasion a staff member would be working alone would be if any children wanted to play outside and was within the allowed ratios.

If a staff member comes into work out with preschool hours, the staff member will message their staff messenger group to tell them they have arrived and how long they will be there for. Once ready to leave the staff member will message the group to say they are going home. If the staff member hasn't messaged the group to say they are going home, a member of staff will try to make contact with a phone call to ensure they are ok. If no contact can be made, a member of the hall committee will be contacted to go round to the hall to ensure the staff member is ok.