



Staff Policy for Lone Workers at Wendens Ambo Pre-school

If you stay on site at Wendens Ambo Village Hall to work by yourself after all children and staff have left please obey the following:

- Never put yourself in danger
- Do not use machinery
- Do not use ladders
- Do not allow cold callers onto the premises
- Lock the front door from the inside (leave key in lock in case of emergency)
- Contact the Manager or Deputy Manager and your partner if you start to feel unwell

Where possible we would also advise the following actions:

- Let your partner know what time you should be home
- Park near to the entrance/exit
- Do not let strangers know you are alone
- Please let the Manager or Deputy know that you intend to stay behind to work.

**Please always use common sense to ensure your safety is not compromised.
If police assistance is required the local number is 101**

After a review by the Committee members and staff this policy was adopted at a meeting of the Wendens Ambo Pre-School Committee

held on: _____ 29/6/17 _____

Signed on behalf of the Management Committee: ___ A. Marieke Farrimond _____

Name of Signatory: _____ A. Marieke Farrimond _____

Role of signatory: _____ Chair, WAPS Management Committee _____