



## **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**

This policy was adopted by Wendens Ambo Pre-School

On: \_\_\_\_\_

Date to be reviewed: July 2021

Signed on behalf of the Provider: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Role of signatory: \_\_\_\_\_