



Lone Working Policy

Definition

A person who might reasonably be required to work alone, out of sight of other workers or without direct supervision, for a reasonable length of time

Staff who may be affected by this policy:-

- Play scheme staff
- Cleaner

Purpose

1. To ensure that staff are accounted for and safe during school hours, 8.55am to 3.15pm.
2. To ensure that staff, who are required to work, are accounted for and safe out of school hours and when OSCARS is closed.
3. To reduce the risk of an accident going undetected should the victim be unable to call for help.

Procedure during school hours

1. Staff are required to sign in and out at the school office.
2. Should the member of staff not sign out within the expected period of time, the School Administrator will seek out the member of staff and ensure that they are accounted for and have come to no harm.
3. Should there be a need for assistance, OSCARS Manager's and the Chairperson's mobile numbers are recorded at the school as the emergency contacts. The Manager will be the 1st point of call and the Chairperson the 2nd point of call.

Procedure out of school hours

1. Member of staff is required to make an arrangement to work prior doing so with the Manager.
2. Member of staff is to telephone the Manager on departure of the premises.

Date first adopted by OSCARS management committee	22.04.09
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson