



All Saints Nursery School

Lone Working Procedure

Date written: [November 2022](#)

Date of last update: [October 2023](#)

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Date of next full review: [November 2024](#)

Lone working procedure

All Saints Nursery

Occasionally staff will work alone at the nursery at weekends, after nursery hours or in the holiday period.

To ensure their safety staff will

- Let someone know where they will be and text that person on arrival and departure from the nursery
- Keep mobile switched on and set to ring so they are contactable
- Lock the back door after entry
- Only open the front door after checking the identity of the caller using the intercom system
- Record the extra hours worked if necessary
- Ensure when leaving the building that the alarm is set and all equipment is turned off. The keys are in the key safe and the office door is locked.