

# Newport Infant School

## Lone Workers on Site Policy

Date of Policy Creation	October 2014
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	November 2014
Frequency of review	Annually
Review Due	November 2015

### **Out of School Hours Activity**

#### **All Keyholders**

- Notify caretaker/administer intention to work on site
- Park at front entrance on playground
- Secure door on entering building
- Contact caretaker when about to leave site

**Caretaker** Daily-7.00-9.15 and 3.00-6.00pm

Ensure all external doors are locked when working indoors.

Have to hand Security Watch telephone contact in case of trespassers in

Grounds 01952 683112 or 01952 582092