



Government of South Australia

Department for Education and Child Development

Morphett Vale East Kindergarten



Working in Isolation Policy

Rationale

To ensure the safety and welfare of staff working in small teams

Policy statement

To optimise the personal safety of staff when working alone in a preschool

Responsibilities

- Staff to utilise safe behaviours when it is necessary to work alone in the preschool including **locking doors** and alerting visitors to use the doorbell through signage.
- In the event of night-time meetings staff should arrange to arrive and leave at the same time. Neither staff nor parents should be left to lock up the preschool alone.
- Staff may consider working in an alternate place rather than working alone in a preschool, for example, doing administration at home.
- Staff to not attend security callout to the preschool if after 6pm but rather allow the monitoring company to do an inspection.

This policy was endorsed by the Governing Council on.....

Date :21/3/2014.

Chairperson :Nicole Williams

Director :Kerri Willmott