



# Victor Harbor Community Kindergarten

## **QUALITY AREA 7: Governance and Leadership**

### **Staff Working in Isolation Procedure**

*Updated 21-2-2023*

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#### **Purpose**

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Victor Harbor Community Kindergarten takes the health and safety of all of its staff very seriously. This procedure is to support and keep staff safe when and if they need to work alone at Victor Harbor Community Kindergarten.

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#### **Procedure**

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Before staff can work alone the following things will need to happen:

- 1) Before starting work in isolation the Director will make sure that hazards associated with working in isolation are identified and controlled in consultation with affected employees and the [Work, Health and Safety representative](#) (HSR).
- 2) A register of staff who will be working alone will be kept
- 3) If an incident was to occur the Director must make sure that incidents are managed as follows:
  - incident according to the [reporting critical incidents and injuries procedure](#)
  - report all [notifiable incidents](#) as soon as possible to SafeWork SA on 1800 777 209
  - preserve the incident site, so far as is reasonably practicable, until an inspector arrives at the site, or director otherwise investigates the incident
  - investigate the incident and determine appropriate action to prevent a recurrence.
- 4) The Director will make sure:
  - a risk assessment is in place
  - hazards associated with working in isolation are identified and controlled in consultation with affected employees
  - all staff working alone will be consulted and invited to participate in the risk assessment process
  - employees have a way to effectively communicate and access emergency services, such as the supply of a mobile or satellite phone
  - the training requirements of employees are determined before working in isolation
- 5) An Emergency Management Plan must be in place
- 6) Staff have set working hours and are encouraged to start at these times, so they are not in a situation where they are working on their own.
- 7) Before a staff member works alone they must complete the Plink course, 'Safer working alone 2021' and a copy of the certificate is to be given to given to the Director and HSR.
- 8) All staff to read the DfE working alone procedure.
- 9) If a staff member is planning on working alone, they need to inform the Director of the time and date that this will be happening. If it is ongoing, they will let the Director know in writing.
- 10) Once the staff member has entered the kindergarten, they must ensure that the front gate and door is securely locked behind them.

- 11) The educator must have their mobile phone next to them or with them at all times when they are alone.
- 12) The staff member is not to open the door for anyone else, unless they work at the kindergarten.

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### Source

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- DfE working alone procedure.
- NQS Quality Area 2

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### Legislation Requirements

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### Approved and Checked

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Review 2024 or as required

Approved and Checked By:

Centre Director

.....Date .....

Governing Council Representative

.....Date .....

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
21-2-2023	<ul style="list-style-type: none"> <li>• Made sure legislations were all included and made them clearer under a separate heading</li> <li>• Reviewed all latest information and made sure no changes were required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE