



3.8 Lone Worker Policy

Policy Statement

The purpose of a Lone Worker Policy is to ensure the safety of all paid and unpaid staff that work at the centre and may at some time be required to be in the building alone.

- If a staff member or volunteer arrives at the centre/office early or is staying late, he or she must enter and close and lock the door behind them.
- During opening times there should, ideally, be two or more people working. If only two people are present and one has to leave because of an emergency the other person must close and lock the door.
- In the event of a staff member or volunteer arriving at the centre/office alone and finding that the entrance door is not secure i.e. there has been a forced entry, the door is already unlocked or an act of vandalism has been committed then they must not enter alone. If this occurs, they will call the police and inform the Administrator or local trustee. The property must not be entered if this has occurred and the person making the discovery must not enter when a co-worker arrives. An intruder could still be on the premises and the situation could be potentially dangerous. When the property has been searched and has been given the all clear staff can then enter the building.
- If a staff member or volunteer wants to work out of hours they must inform the Administrator and tell them the day and time that they will be working and their time of arrival and departure.
- When lone working, staff are required to check in with another team member when arriving and when leaving the premises during office hours
- It is the staff member's responsibility to inform a family member or friend who should inform the police if the person does not arrive home at the specified time.
- An emergency contact list is available.
- Volunteers are not permitted to work alone out of hours without prior arrangement with the Administrator.
- Risk Assessments are undertaken where staff are known to be working alone.

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Date Aug 2026

Name of signatory Lindsay Warne

Role of signatory Charity Administrator

Signed on behalf of the Trustees