

Lone Working Policy

Policy statement

We aim to keep our children and staff safe by never working alone in the setting. This policy is written in the rare circumstance that a staff member is left alone working alongside a child.

7 Key features of effective practice

The best for every child	High quality care	The Curriculum	Pedagogy	Assessment	Self-regulation and executive function	Partnership with Parents
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf						

Procedures

At Rotherfield Pre-School we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch cover
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area
- Supporting children in the toilet area
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the setting and staff operating outside of operating hours.

We always ensure that legal staff: child ratios are maintained. It is the responsibility of both the employees and Manager to identify the hazards and minimise the risks of working alone. Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and hold a level 3 qualification.

Public liability insurance for lone working will be sought where applicable. Employees/managers' responsibilities when left in a room alone include ensuring:

Complete a risk assessment for staff working alone
 Ratios are maintained
 The member of staff and children are safeguarded at all times.
 Employee's responsibilities when left in the room alone:

To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned
 Report any concerns for working alone to the management as soon as is practicably possible.
 Management's responsibilities when staff are left working alone

To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation.
 To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
 To ensure that employees have the ability to access a telephone whilst lone working
 Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

This Policy was reviewed by	Laura Deveson
Adopted by	Rotherfield Pre-School Directors and Staff
Date	May 2024
Review Date	May 2025

Review Log

Review Date	Brief Details of Amendments	Amended By	Agreed By
November 2021	Non required	Shereen Milledge	Rotherfield Pre-School Staff and Directors
November 2022	Non required	Shereen Milledge	Rotherfield Pre-School Staff and Directors
May 2024	None required	Laura Deveson	Rotherfield Pre-School Staff & Directors