



Lone Working Policy

At Little Dreams Nursery, we aim to ensure that no member of the team is left alone working in either a room alone or in the building at any time. However, there may be occasions where this is not possible due to:

- Toilet breaks
- Lunch covers
- Nappy changes
- Comforting a child who may be unwell in a quiet area
- Following a child's interests, 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 include management, opening and closing the setting, carrying out cleaning/maintenance of the setting and staff working outside operating hours.

We always ensure that legal staff: child ratios are maintained.

It is the responsibility of both employee and management to identify the hazards and minimise the risks of working alone. To ensure the staff and children are not left in vulnerable situations. The following guidelines should be followed:

- Good communication should ensure that all staff are aware of each other's intentions and whereabouts. Staff should inform their colleagues if they need to leave the room, even for a short period. This allows staff to seek cover if necessary.
- Staff should be aware that the safety and well-being of the children is paramount. Staff should use their initiative when attending to minor occurrences.
- Staff should be appropriately placed around the nursery setting to maintain the safety of the children; this may mean staff covering in other rooms when required.

Employees / Management / Supervisor / Room Leaders / Practitioners' responsibilities when left in the room alone include ensuring:

- To complete a risk assessment for staff working alone to identify the hazards and find ways to minimise the risk.
- Ratios are maintained.

- Radios/phones are working to call someone for assistance.
- The member of staff and children are always safeguarded.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are confident and competent to carry out any safety procedures, e.g. fire evacuation.
- To ensure that other members of management are contactable when working outside normal operating hours, i.e. access to a phone, contact numbers of someone they can call.
- To ensure the building remains locked so no one can walk in unidentified.
- Report any concerns for working alone to the management as soon as is practicably possible.

Risk assessments are also completed for these occasions, including hazards and risks and how these are controlled.