



### **Lone working policy**

This policy is to ultimately protect staff and children attending the nursery. We understand that there may be times during the day that staff may be left alone with the children, such as for the following reasons:

- Nappy changes and changes of clothes
- Supporting children with toileting
- Following a child's interest, as this may lead staff away with a child to explore an area
- Local walks with a small group of children
- The duties some team members have, e.g. administration duties, opening and closing the setting, carrying out cleaning or maintenance at the settings, senior staff onsite outside operating hours

To ensure that 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 intend to leave the site, even for a short period. This gives them the opportunity to seek cover if necessary.
- Staff should ensure that they are appropriately placed around the site to maintain the supervision and safety of the children.
- Staff should be aware that the safety and wellbeing of the children is paramount. Staff should use their initiative when attending to minor occurrences.

#### Nappy changing/ Toileting/ Changes of clothes

- Staff should ensure child and staff member are visible to other staff when nappy changing and toileting whilst maintaining children's privacy.
- Toileting and changing clothes will take place in designated areas (toilet, potty stations) when possible.

#### Local walks/ Being alone with a child

- Staff members will carry a First Aid kit when leaving the site with children.
- Staff will always carry their work mobile phone. They will be able to be reached on this phone at all times by other staff members.
- As far as possible, staff will stay in sight of other staff members. However, when this is not possible, they will inform other staff of their intention and whereabouts at regular intervals by phone.

#### Employees/Managers' responsibilities:

- Ensure ratios are maintained
- There is someone to call on in an emergency if required

- The member of staff and children are safeguarded at all times (relating to additional policies as above).

Employee's responsibilities:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work
- 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
- Ensure that the site remains locked so no one can walk in unidentified
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- To ensure 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, if children younger than school reception age are present; hold a level 3 qualification.
- To ensure that the employee has the ability to contact them or a member of the team if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- 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
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

A risk assessment is also completed for these occasions including hazards and risks and how these are controlled.