

# Lone Working Policy

EYFS: 3.4-3.18, 3.19, 3.21, 3.22
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At Wood St Nursey we ensure that no member of staff is left alone within the building, when there are children present. However on rare occasions they may be briefly working alone in a room due to:

- 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 that may have had an accident or need their nappy changing
- Toilet breaks

We always ensure that our staff: child ratios are maintained at all times.

Staff must stay within hearing distance of each other and be mindful of the numbers of and locations of colleagues when going in and out of the areas where children are cared for, such as taking breaks.

New staff who are in the process of being DBS checked are never to be left alone with children or a child under any circumstances. It is their responsibility and the responsibility of supervisory staff to ensure that this is never allowed to happen.

Managers will ensure that there is a suitable number of staff on duty at all times and on occasions staff will be requested to be flexible about the timings of their breaks to ensure this is maintained.

Staff must immediately raise any concerns they have with managers about staffing levels

On occasions when there are no children in the building staff or managers may be loan working, although this is not the norm. For example, when setting up or packing down the nursery.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone.

Employee's responsibilities when left in the building 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
- Ensure that 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.

Management's responsibilities when staff are left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- 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