



LITTLE FIRS DAY NURSERY



35. Lone Working Policy

This policy and procedure links to the following:

Legal Framework: Early Years Foundation Stage 2017: 3.4-3.18, 3.19, 3.21, 3.22

Little Firs Day Nursery's Statements: Supporting Emotional Well-being, Safeguarding.

Little Firs Policy and Procedure: Child Protection, Monitoring Staff Behaviour

At Little Firs 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:

- 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 that may have had an accident
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

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

Employees/Managements Responsibilities

Include ensuring:

- a risk assessment is completed for lone working. It is the responsibility of both the employee and the management team to identify the hazards and minimise the risks of working alone.
- Public liability insurance for lone working will be sought where applicable.
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are always safeguarded

Employee's responsibilities when left in the building alone:

- 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 always have access to a telephone 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 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 can contact a member of the management team if their lone working is outside normal office hours
- 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 can access a telephone whilst lone working
- If reporting in arrangements have been made and the employee does not call in, the management team member needs to follow it up.
- Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

Date of Review:	This Policy was adopted on:	Signed on behalf of the Nursery committee:	Date of Next Review:
August 2019.			August 2020.