



## LITTLE FIRS DAY NURSERY



### 36. Lone Working Policy

**This policy and procedure links to the following:**

**Legal Framework: Statutory Framework for the Early Years Foundation Stage 2021: Section 3.**

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

**Little Firs Policy and Procedure: Child Protection and Safeguarding.**

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 team 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.

<b>Date of Review:</b>	<b>This Policy was adopted on:</b>	<b>Signed on behalf of the Nursery committee:</b>	<b>Date of Next Review:</b>
<b>July 2021.</b>	<b>16<sup>th</sup> July 2021</b>	<i>P. Goodrick Electronically signed due to Covid19 Restrictions.</i>	<b>July 2022.</b>