

Lone Working

At Raised In, we aim to ensure that no member of the team is working alone, either in a room or within the building at any time.

However, there may be occasions when this isn't always possible due to:

- Toilet breaks.
- Lunch cover.
- Nappy changes.
- Comforting a child who may be unwell in a quiet area.
- Following a child's interest may lead team members away with a child to explore an area.
- Supporting children in the toilet area who 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 team members operating outside of operating hours.
- We always ensure that our staff-child ratios are maintained.
- It is the responsibility of both the team member and the Nursery Manager to identify the hazards and minimise the risks of working alone.
- Considerations when deciding on lone working include how lone workers manage a variety of tasks such as talking to Parents/carers and supervising activities whilst maintaining the safety and welfare of children. In addition, ensuring that each member of the team 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.
- Public liability insurance for lone working will be sought where applicable.

Team members/ Managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for team members working alone.
- Ratios are maintained.
- There is someone to call on in an emergency if required.
- Members of the team and children are safeguarded at all times (relating to additional policies as above).

Team members' 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 have access to a telephone at all times 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 about working alone to the management as soon as practicably possible.

Management's responsibilities when left in the building alone:

- To ensure team members working alone are competent and confident to carry out any safety procedures e.g. fire evacuation.
- Ensure that the team members have the ability to contact management or another 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 team member has someone they can contact in the event of an emergency, and has the relevant numbers to call.
- To ensure that the team member can access a telephone whilst lone working.
- If reporting in arrangements have been made and the team member does not call in, follow it up.
- Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

Signed: Nicola Brimble, Head of Nursery

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This policy links to: Risk assessment Policy, Staffing Ratio Policy and Accident and Emergency Incident Policy