



## **Lone Working**

### **Purpose**

We are committed to ensuring the safeguarding of all children along with the personal safety of employees. All employees will be expected to have regard for the policy and procedures for lone working. This policy should be read in conjunction with the [Safeguarding policy](#) and [Health & Safety policy](#).

### **Policy**

Lone working is generally avoided where possible by moving children and a staff member into other rooms to be in larger groups with more members of staff. However, there may be situations where this is not practical, or does not reflect the needs of the children within the group, requiring staff members to work alone with the children. This is often the case in free flow between the indoor and outdoor environments, and alternatively when a room, in particular, has low numbers.

Lone working is carried out only with the Manager's approval, and the following terms must be met for a lone worker to work alone with children:

### **Suitability**

- The lone worker must hold a clear DBS and be suitably experienced, or suitably qualified, to be working alone.
- The lone worker must have no medical conditions which may make them unsuitable for working alone with the children. (Seek medical advice if necessary).
- The lone worker must be adequately trained and knowledgeable of procedures to be working with the children alone, and aware of what to do in emergency situations.
- The lone worker must hold a first-aid certificate and have basic child protection training.

### **Supervision**

- Frequent checks on staff and children throughout lone working must take place from other staff members and management.
- The staff member should be in view of other staff from adjoining rooms or where CCTV is in place then within range of a CCTV camera (which is monitored by management).

### **Communication**

- The lone worker must be able to have immediate means of communication with others by using direct conversation, a walkie-talkie, or an internal telephone line.
- Where cleaners and other individuals are present in the setting working alone, their hours and times present are planned, and any changes in these are reported to the Manager to ensure their presence is known. All individuals working in these situations must have access to a telephone to communicate, and a risk assessment is carried out to identify any risks.

### **Safe working practices**

- Lone workers must be familiar with safe working practices to protect themselves and the children at all times.
- Lone workers must have access to emergency equipment and first aid boxes. Emergency procedures should be well established and lone workers and other staff trained in them.



- Lone workers need to understand the risks and precautions around lone working to protect themselves and the children at all times.
- The Manager must ensure the lone worker is competent to deal with any situation which is new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor on how to handle aggression.

## Monitoring

In accordance with the above, Managers will:

- Assess and categorise the risks associated with lone working in a risk assessment
- Provide adequate controls based on these assessments.

All lone workers must be subject to a risk assessment by the Manager, who will ensure lone workers and the children are subject to extra risk controls to reduce risks related to lone working. The Manager should set the limit as to what can and cannot be done whilst working alone with children.

**Although staff should not put themselves in a position of danger, lone workers should be capable of responding correctly to emergencies.**

## Associated Documents

- [Safeguarding Policy](#)
- [Health and Safety Policy](#)
- [Recruitment/Suitability of Staff Policy](#)