

# Lone Worker policy

At Portreath Pre-school we recognise that lone working is not ideal; however due to the nature of our building and outside area, our Out & About sessions, and the occasionally small numbers of children (and therefore staff) at the setting there maybe times where lone working may be unavoidable. Despite these issues we always ensure that there are at least two members of staff present in the setting during the hours of 9am – 3 pm, and that they organise the routine and structure of the day so that the chances of lone working are minimised. However, there may still be times where a member of staff will be alone with a child or group of children. This could be due to:

* Toilet breaks
* Nappy changes
* Supporting children/a child in the toilet area.
* Helping a child get changed from wet/soiled clothes.
* Having a child help their key person prepare snack in the kitchen area.
* Being in the outside area with a child/children whilst the other member of staff deals with any of the above.
* Being in the outside area when only a small number of children wish to access this area.
* Being in the playroom when only a small number of children wish to use this space.

• The duties some staff 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 legal staff:child ratios are maintained.

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

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff 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 they hold at least a level 3 qualification. They must also ensure they have a whistle with them to attract attention should they need to (during the hours of 9 am – 3 pm).

Public liability insurance for lone working will be sought where applicable.

Employees/managers’ responsibilities when left in an area of the setting alone include ensuring:

• To complete a risk assessment for staff working alone and ensure staff have read it.

• Ratios are maintained.

• There is someone to call on in an emergency if required

• The member of staff and children are safeguarded at all times.

Employee’s responsibilities when working alone in the setting at any time between 9 am – 3pm:

* Ensure that they are meeting their safeguarding responsibilities towards the children first and foremost.
* Ensure that they have read and comply with the relevant risk assessment (please see the risk assessment file).
* Ensure they have a whistle on them should they need to call for help.

Employee’s responsibilities when working alone in the setting at any time before 9 am and after 3pm:

• 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 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.

• Report any concerns for working alone to the management as soon as is practicably possible.

* Ensure that they comply with the relevant risk assessment.

Management’s responsibilities for staff when possibility of lone working may occur:

• To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation, have an up to date paediatric first aid certificate, are suitably qualified and experienced, have good knowledge and experience of the policies and procedure of the pre-school.

• To ensure that the employee has the ability to contact them or a member of the team event 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.

• If reporting in arrangements have been made and the employee does not call in, to follow it up.

* Risk assessments are also completed for these occasions including hazards and risks and how these are controlled, and that staff have read them.

We are committed to reviewing our policy, procedures and good practice.

This policy was adopted at a meeting of Portreath Pre-School in March 2019

Last reviewed: 30.03.2024 (no changes made).