



For the benefit of this policy Laira Green Trust – which is the governing body of Greenshoots Pre-school and Wraparound care is hereafter referred to as Greenshoots.

Lone Working Policy

Policy Statement

At Greenshoots 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. There are occasions however when this isn't always possible due to :

- Toilet breaks (although cover usually provided by a staff member during their office time).
- Nappy changing time or supporting children in the bathroom area that may have had an accident.
- Comforting a child that may be unwell in a quiet area.
- Special time activities when working on a 1:1 basis with a child and a quiet space is needed. This could apply to staff members or other professional working with the child.
- The duties some team members have, e.g. management tasks, administration tasks, opening and closing the setting, carrying out cleaning or maintenance at the setting and staff operating outside operating hours.
- **In light of the current coronavirus pandemic a staff member could be left on their own with a child, if the child develops symptoms of Covid-19 and has to be isolated away from the rest of the group until they can be collected by a parent or carer.**

Procedures

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

Lone working will only occur if:

- Other members of staff are within calling distance or at least contactable by telephone or walkie talkie if the staff member requires assistance.
- The numbers of children are below ratio and appropriate.
- The staff member holds a full and relevant qualification.

Lone working would only usually take place for short periods of time.

If numbers are below ratio in a room/area then a staff member working in a that room/area can cover in another room/area if needed, which may leave a lone person.

- We ensure that this is sensitive to the children's key person opportunities.
- Students work fully supervised and are never left to work on their own with children.

Within our building set up staff working in most rooms or areas are always within sight of each other and can contact a colleague should the need arise. If they are not in sight e.g. a staff member is working upstairs in the office, then they are usually within shouting distance of a colleague or have access to a telephone and / or walkie talkie.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of 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 hold full and relevant qualifications.

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

Employees/managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone.
- To ensure staff:child 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.
- To ensure that they have the ability to access a telephone and / or a walkie talkie whilst lone working.
- To ensure staff regularly 'check in' with each other when lone working, either in person or by telephone or walkie talkie.

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 have access to a telephone and / or a walkie talkie at all times 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 a member of 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 has the ability to contact them or a member of the team even 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 and / or a walkie talkie whilst lone working.
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Lone working situations will be assessed on an individual basis and risk assessments completed for these occasions, including hazards and risks and how these are controlled.

This policy was adopted on: _____

Signed on behalf of Laira GreenTrust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laira Green Trust:

Greenshoots Manager:

Laira Green Trust, c/o Laira Green Primary School, Bramley Road, Laira, Plymouth, Devon, PL3 6BP.
Telephone : 01752 228272.

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