

24. Lone Working Policy

At La Petite Academy we aim to ensure that no member of the team is left working in either a room alone or within either building at any time. However, there may be occasions when this isn't always possible due to:

- Low numbers in the Baby Unit
- Toilet breaks
- Lunch cover
- 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
- Individual duties of team members, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours
- Recruitment issues

There is a written risk assessment to identify and minimise all risks in association with this activity, and all staff who may work alone complete an online training course to ensure that they have the knowledge and understanding required to do this safely. There will also be a manager who is not in a room ratio on the premises to support lone workers. Public liability insurance for lone working is in place.

There will always be at least 2 members of staff on duty in the main building at any time, and where lone working is occurring in the Baby Unit there will always be a manager in the main building who can be called on for support.

On the occasions that lone working does take place we ensure that the following are considered:

- How staff can manage with a variety of tasks such as talking to parents and supervising children safely
- That each member of staff required to work alone holds the required qualifications, training and/or skills for the role, e.g. holds a level 3 qualification where possible, paediatric first aid, safeguarding and child protection training and basic food hygiene
- That staff members working alone are competent in their role

- That the staff member can call on others in an emergency, including evacuation or lock down procedures
- There are procedures in place to check in on the staff member (e.g. CCTV, internal phone) and cover for breaks
- The member of staff and children are safeguarded at all times (according to our Safeguarding Children and Child Protection policy)
- Ratios are maintained at all times; this may mean across multiple age groups using 'building ratios.

Staff members' 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 always have access to a telephone to call for help if they need it, or for management to check their safety if they are concerned
- To ensure that the building remains locked so no one can walk in unidentified
- To report any concerns for working alone to the management as soon as is practicably possible.

Management responsibilities when staff are left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures, e.g. evacuation or lock down
- To ensure that the employee can 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 can access a telephone whilst lone working
- If reporting in, arrangements have been made and the employee does not call in, to follow it up.

This policy was adopted on	Signed on behalf of the nursery	Date for review
13/05/25	<i>Seren Brown</i>	30/04/28