Lone Working Policy

1. Introduction

At Home from Home Nursery, 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, but are always within hearing or visible distance. However, there may be occasions when this isn't always possible due to:

- Toilet breaks
- Lunch breaks
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead employees away with a child to explore an area
- Supporting children in the toilet area
- Sleep routines
- Individual baby sleeping and eating routines
- Preschool group times
- The duties some team members have, e.g. management, opening and closing the nursery, carrying out cleaning or maintenance at the nursery and employees operating outside operating hours.

This policy outlines the measures we put in place to protect children and employees if they are lone working.

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3. Managing lone working

We always ensure that legal staffing ratios are maintained.
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
- supervising activities whilst maintaining the safety and welfare of children
- ensuring that each employee required to work alone has the training and/or skills for the role; e.g., paediatric first aid certificate, child protection/safeguarding training and food hygiene training
- a level 2 or 3 qualification in Early Years Education and/or signed lone working induction by the Nursery Manager

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

4. Nursery Manager and Line Managers responsibilities

- To ensure employees have completed a lone working risk assessment within the first 6 weeks of joining Home from Home.
- Staffing ratios are maintained
- There is someone to call on in an emergency if required
- The employee and children are safeguarded at all times (relating to additional policies as above).
- Ensure all employees complete lone working induction with Room Managers
- Managers to spot check when lone working occurs. E.g., checking in on group times, going in to nappy or sleep rooms if children crying to check employees/children are okay or delegating someone to float between areas.

5. Procedure to be followed by employees when lone working:

Before lone working:

- To ensure you notify the most senior team member where you will be lone working and the reasons why. E.g., taking one child to lunch, nappies or toileting.
- To ensure that someone is available to call on in an emergency
- To read and understand the lone working risk assessment
- To ensure the area you will be working in meets health and safety requirements laid out in the health and safety policy and daily checklists.

When lone working:

- Ensure legal ratios are maintained at all times (under 2's 1:3, over 2's 1:4 and over 3's 1:8)
- When unqualified approved team members lead group times, they must have passed their lone working induction from management.

- Follow all safety procedures laid out in lone working risk assessment
- If an emergency occurs when lone working, the team member must shout as loud as possible "HELP, HELP, HELP" and then administer any first aid or emergency care required after calling for help 3 times.
- Doors should be open at all times when lone working e.g., sleep rooms, nappy rooms, lunch rooms and during free flow. Doors may only be closed during group time when open doors may become disruptive. Employees should be aware that management teams will routinely spot check at any time during lone working to ensure the safety of children.

6. Procedure to be followed by employees when working alone in the building:

- 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.

Management's responsibilities when left in the building alone:

- To ensure employees 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 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.

7. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

8. Version Control

Version	Date	Status	Comments	By

1	September 2018	Issued		Polly Manners
2	January 2022	Reviewed		Cassie Jones
3	October 2023	Reviewed	Added version control	Sophie Eade
4	June 2025	Reviewed		Sophie Eade
5	May 2026	Reviewed		Sophie Eade