



Lone Working Policy

EYFS: 3.1-3.19

At Early Days Nursery School Ltd 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. However, there may be occasions when this isn't always possible due to:

- 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 that may have had an accident
- The duties some team members have, e.g., management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

Staff and child ratios are always correct for the number of children that attend each day.

On the rare occasions, that lone working within a room does take place we ensure that the staff complete a visual risk assessment prior to lone working taking place, this includes:

- 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 is a Qualified member of staff.
- That the staff member can call on others in an emergency.
- The member of staff and children are safeguarded at all times (relating to safeguarding/child protection policies).

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

Staff members responsibilities when in the building alone:

- To make a member of the management aware.
- To ensure they always have access to a telephone in order to call for help if they need it.
- Ensure that the building remains locked so no one can walk in unidentified.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>19th October 2023</i>	<i>Gina Chamberlain and Tracey Webb</i>	<i>October 2024</i>