



Lone Working Policy

June 2024

At Elsworth Pre-School we aim to not work alone in order to uphold the best safety and care standards for all children. A member of staff may occasionally work alone with a small group of children. Examples of such instances may include during free flow of indoor and outdoor play or nappy changes. We always ensure that our staff: child 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. Lone working will always be within hearing of other practitioners and will only be for short periods of time for example, changing a nappy with the bathroom door open.

Public liability insurance for lone working will be sought where applicable. Employees and Managers' responsibilities when left in a room alone include ensuring that:

- A risk assessment is completed for staff working alone
- Ratios are maintained.
- There is someone to call on in an emergency if required.
- The member of staff and children are always safeguarded.

When children are not at pre-school, a staff member may attend the setting to carry out duties, including cleaning, administrative duties or setting up an activity. In order to maintain personal safety whilst on premises alone, they must inform an adult member of their household that they plan to work alone. They must provide that person with the code for the outside gate and an expected time for return home.

If they leave alone or do not have another adult living with them, they must inform the pre-school manager that they will be attending the premises alone and they are expected to send a message back to the manager when they leave the premises/arrive home.

The member of staff can make their own judgement as to whether they want to lock the premises whilst working on-site.

Adopted on:	11 th June 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	11 th June 2025

