



## Lone Working

**At Stretton lodge we try to avoid lone working wherever possible, however this policy has been created for those times when this is unavoidable.**

The context of 'lone working' refers to staff working by themselves without close or direct supervision. This includes staff working outside of normal hours e.g. opening / closing of the building.

Whilst there is no legal prohibition on lone working, regulations set out by the Health and Safety Act 1974 and The Early Years Statutory Framework (EYSF) alongside Safeguarding related policies still apply. These require that hazards are identified, and risks are assessed appropriately so that reasonable measures can be taken to avoid, control and mitigate those risks.

Whilst Stretton Lodge aims to ensure that no member of the team is left alone working either in a room alone or within the grounds, there are occasions when this is not always possible due to circumstances such as:

- Where the staff: child ratio does not legally require more than one adult
- Toilet breaks
- Lunch cover
- Isolation periods (refer to Covid-19 risk assessment)
- To avoid mixing of "bubbles" (refer to Covid-19 risk assessment)
- Following children's interests, as this may lead staff away from the group to explore another area
- Supporting children in toileting or care
- The duties that some team members have e.g. management, opening and closing the setting, cleaning and maintenance duties and operating out of hours.

At Stretton, we always ensure that legal staff: child ratios are maintained across the setting.

It is the responsibility of both the employee and Manager to identify the hazards and minimise the risks of lone working.

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



## Lone Working

skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification. Public liability insurance for lone working will be sought where applicable.

**Employees and managers are responsible for following this policy in relation to lone working and for ensuring:**

- Ratios are maintained at all times
- There is access to a telephone and that there is someone to call on in an emergency or where support is needed
- The member of staff and children are safeguarded at all times and all safeguarding policies and procedures are adhered to

**Employee's responsibilities in relation to lone working are:**

- To make a member of the management aware of when they are working and make plans to sign in and sign out at their expected time of completion of the work
- To ensure they always have access to a telephone 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 in relation to lone working are:**

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation and first aid
- 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 for support or guidance in any context including the need for toilet breaks, lunch cover, accidents and the arrival of visitors



## **Lone Working**

- If arrangements have been made for lone working and the employee does not sign in, to follow it up.

Any additional risks not covered by this policy are considered and a risk assessment completed where necessary.