

Lone Working Policy



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Review Date	September 2027
Reviewer	Liam Donovan

This policy is ultimately to protect staff and children attending the school/nursery. Longwood understands that there may be brief moments during the day that staff may be left alone with children, however, correct ratios must be adhered to at all times. To ensure that staff and children are not left in vulnerable situations.

Procedure

The context of 'Lone Workers' refers to staff working by themselves without close or direct supervision. This includes staff working outside normal hours (e.g. opening up/closing the building) or away from their fixed base (e.g. attending essential meetings off site). These require that hazards at work are identified, and risks are assessed appropriately so that reasonable measures can be taken to avoid, control and mitigate the risks. Wherever possible it is this organisation's intention to minimise lone working, in order to support this the following guidance should be adhered to.

In these instances, members of staff are required to ensure they are organised and have relevant tools/materials/equipment needed to be able to fulfil their duties and provide for the children to the best of their ability.

Good communication should ensure that all staff are aware of each other's intentions and whereabouts. Staff should inform their colleagues if they intend to leave the room, even for a short period of time. This gives them the opportunity to seek cover wherever possible.

Staff should be aware that the safety and wellbeing of the children is paramount, therefore it is vital that everyone should use their initiative when lone working is required.

Children who require any form of intimate care are entitled to privacy, dignity and safety. Staff should minimise the risk of lone working during intimate care. Individual work with children should not be undertaken in isolated areas or rooms where there is no external visual access. If working in an adjoining room, staff should ensure doors are open and or use stairgates to divide where possible. For example, staff who are escorting Pre-School pupils to the toilet should keep the class door open and stand between the class door and toilet door to improve visibility of them and for other members of staff.

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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 skills for the role, e.g. paediatric first aid certificate, child protection/safeguarding training.

Risk assessments must be completed for occasions of lone working including hazards and risks and how these are controlled.

At least two members of staff must be always on the premises during operating hours and at least one senior member of staff must be present at all times (including a Designated Safeguarding Lead).

Linked Policies

Safeguarding Policy