

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**24. LONE WORKING**

At Caterpillars Preschool 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 is not always possible due to:

* Toilet breaks
* Nappy changes
* Supporting children in the toilet area that may have had an accident.
* Following a child’s interest (outdoors), as this may lead staff away with a child to explore an area.
* 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.

**We always ensure that our staff-child ratios are maintained.**

If circumstances arise here working alone does occur (emergency situations):

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 parent 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 and competency, food hygiene and hold a level 3 qualification.

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

Employee’s/manager’s responsibilities when left in a room alone include ensuring:

* To complete a risk assessment 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 safeguarded at all times (relating to additional policies as above).

Employee’s responsibilities when left in the building alone:

* To make a member of 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 the need it, or for management to check their safety if they are concerned.
* Ensue that the building remains locked so n one can walk in unidentified.
* Report any concerns for working alone to management as soon as is practicably possible.

Management’s responsibilities when left in the building alone:

* To ensure staff 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 in the event that their lone working is outside normal office hours ( i.e access to a phone, contact numbers of someone they can call).

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

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager