



Little Rays Pre School

Lone Working Policy

Purpose

Our usual practice does not involve lone working. However on occasion when transporting children in vehicles or walking on school runs staff will be lone working. Staff at the nursery whilst others are transporting children may also be lone working.

Procedure

We aim to ensure that no member of the team is left alone working in any area of the preschool 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; Individual duties of team members 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 legal staff:child ratios are maintained.

Any regular instances of lone working will be approved by the Preschool Manager in advance and a risk assessment carried out.

Employee's responsibilities when alone: To make the Manager aware of when they are lone 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 they need it, or for management to check their safety if they are concerned; report any concerns for working alone to the Manager as soon as is practicably possible.

Management's responsibilities when an employee is lone working: 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 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; If reporting in arrangements have been made and the employee does not call in, to follow it up; The member of staff and children are safeguarded at all times (relating to safeguarding/child protection policies)

Failure of staff members to adhere to the contents of this policy will lead to disciplinary procedures being followed.



Policy Ref: LR/25.9.18/MW/OneDrive/doc/Policies

Linked Policies, REGULATIONS and Forms

Mobile Phone Policy

Permission Consent Doc.

ASC collection risk assessment

Safeguarding Policy

Social Media Policy

Legal Framework

Data Protection Act 1998 gdpr

Human Rights Act 1998

Updated by:	Mairead Cheeseman
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Reviewed 05/09/2025	Mairead Cheeseman