

## Lone Working

Little Learners is committed to ensuring staff and contractors enjoy a safe working environment. Lone working is actively discouraged and alternatives to lone working considered. However, it is recognised that there are occasions when staff may be required to work alone or in isolated situations. This method of working may introduce risks into a normally non-hazardous work activity.

### 1. Lone working in rooms

We aim to ensure that no member of the team is left alone working in a room at any time. However, there may be occasions when this is not 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 toilets.

We consider 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.

#### 1.1 Training

All practitioners have the training and/or skills for the role including:

- Paediatric first aid training
- Safeguarding/child protection training
- A Level 3 Early Years qualification (or be working towards the qualification).

In addition to the above, all staff are aware of, and regularly tested on, the settings:

- Emergency evacuation procedures (fire drills are held regularly).
- The Health and Safety policy and its requirements.
- The Children's Health policy that includes how to administer first aid and medication and how to record and report accidents and incidents.

#### 1.2 Responsibilities

It is the responsibility of both staff and the room leader/deputy manager/manager to identify the hazards and minimise the risks of working alone in rooms. Risk assessments are completed when required.

Staff responsibilities when left in a room alone include ensuring:

- 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 safeguarded at all times.

## 2. Staff Ratio's

We provide staffing ratio's in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure:

- Children are adequately supervised.
- Children's needs are met.
- Children have sufficient individual attention that provides high quality education and care.

Children will always be within sight or hearing of staff.

To meet this requirement, we use the following ratios of staff to children:

Age of children	Staff: Child Ratio	Staff qualifications and experience
Children under two years of age	1:3	<ul style="list-style-type: none"> <li>• at least one member of staff holds a full and relevant level 3 qualification and is suitably experienced in working with children under two</li> <li>• at least half of all other staff hold a full and relevant level 2 qualification</li> <li>• at least half of all staff have received training that specifically addresses the care of babies</li> <li>• where there is an under two-year-olds' room, the member of staff in charge of that room has suitable experience of working with under twos.</li> </ul>
Children aged two years	1:4	<ul style="list-style-type: none"> <li>• at least one member of staff holds a full and relevant level 3 qualification</li> <li>• at least half of all other staff hold a full and relevant level 2 qualification.</li> </ul>
Children aged three years and over	1:8	<ul style="list-style-type: none"> <li>• at least one member of staff holds a full and relevant level 3 qualification</li> <li>• at least half of all other staff hold a full and relevant level 2 qualification.</li> </ul>

- The above ratios apply to the total number of staff available to work directly with children. We may, if required, observe a higher staff: child ratio to ensure the safety and welfare of our children.
- A minimum of two staff are on duty at any one time.
- Staff do not normally supervise children on their own.
- Children are supervised by adults at all times.
- Students or volunteers (aged 17 and over) and staff working as apprentices (aged 16 and over) may be included in the ratios if the Nursery Manager is satisfied they are competent and responsible.
- The Nursery Manager and Deputy will hold, at a minimum, a level 3 qualification and have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.



### 3. Lone working in the building

It is our policy that one member of staff is never left alone in the building with children.

The duties of some team members necessitate in lone working e.g. management, staff opening and closing the setting and those carrying out cleaning or maintenance.

A risk assessment is in place for cleaning staff who are employed by directly by Little Learners and who work alone. Where required, risk assessments will be completed for contractors who work alone.

#### 3.1 Responsibilities

Staff responsibilities when left in the building alone include:

- Making a member of the management team aware of when they are working and make plans to check in at their expected time of completion of the work.
- Ensuring 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.
- Ensuring that the building remains locked so no one can walk in unidentified.
- Reporting any concerns for working alone to the manager as soon as is practicably possible.

The manager's responsibilities when staff are left in the building alone include:

- Ensuring staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation.
- Ensuring that the member of staff has the ability to contact the Manager, or another member of the team, even if their lone working is outside normal office hours i.e. access to a phone and contact numbers of staff they can call.
- Checking that the member of staff knows how to contact the emergency services, and the numbers to call.
- Contacting the member of staff if reporting in arrangements have not been followed.

This policy meets the requirements of the Statutory Framework for the EYFS 1<sup>st</sup> September 2021.

Date policy last reviewed/updated	19 <sup>th</sup> November 2021	Reviewed by	Julia Ward, Quality Manager
Date of next review/update	November 2022		

