

Lone Worker Policy

Lone working with a child

Training Depot Day Nursery understands that there may be a few circumstances where a member of staff would be left alone with a child, with no other staff or children present.

Training Depot Day Nursery always adheres to the staff to children ratios of:

1 year olds 1:3

2 year olds 1:4

3 year olds 1:8

Good communication is essential to ensure all staff are aware of each other's intentions and whereabouts. Staff should inform colleagues if they intend to leave a room, even for a short period of time. This gives the opportunity to seek cover if necessary or re-position themselves in the room. Staff should ensure they are appropriately placed around the Nursery rooms and outside area to maintain the safety of the children and ensure all areas are covered. The safety and wellbeing of the children is paramount at all times.

Staff are not usually left alone with a child in the nursery building at any time throughout the day. In circumstances where a child is collected late in the evening, 2 members of staff will wait with the child until they are collected, one being a senior member of staff.

Possible Circumstances Where Members of Staff May be Alone with a Child

Accidents

A member of staff may need to bring a child inside to receive first aid treatment. The member of staff would inform the senior member of staff in the office that they will be administering first aid. The senior member of staff in the office would then ensure they are present whilst the child is receiving first aid. The child would receive the treatment necessary while sitting outside the office with a member of staff.

A member of staff may be alone with a child in the case of a serious accident, where a member of staff would need to accompany the child to hospital in an ambulance. Throughout this time there would be the emergency ambulance crew with the member of staff, until a parent arrived and the staff member would then return to Nursery.

Nappy Changing / Toileting

A member of staff would usually be alone with a child, while taking a child to the toilet, while changing a child's nappy or when changing a child that had an accident and needed their clothes changing. The bathroom doors are stable doors, the bottom half can be closed leaving the top part of the door open, allowing other members of staff to be able to see into the bathroom.

Lone working as a member of staff with no children present



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Training Depot Day Nursery recognises that a member of staff may work alone to 'set up' at the end of the day ready for the following day. There may also be times when the Nursery cleaner will be working in an area alone during the Nursery working hours. The Nursery Cook will be in the kitchen working alone for the majority of her working day, with staff using the kitchen to make tea also walking through to access the garage.

We aim to ensure the safety of our lone staff member by:

- Understanding our responsibility to our employees, in relation to essential health and safety requirements under the management of Health and Safety at work regulations 1999.
- Ensuring that the correct and appropriate risk assessments are undertaken in relation to lone workers.
- Providing a list of essential telephone numbers (police, fire and ambulance services).
Providing adequate first aid facilities for dealing with emergencies.

Staff members working alone will:

- Ensure that they are aware of the policy and procedures to follow and ensure that they comply with them.
- Undertake all reasonable measures to protect themselves and reduce risks when working alone.
- In the event of an emergency, the member of staff should telephone a senior member of staff or the emergency services if they feel the emergency reaches that threshold.
- The member of staff should not attempt to put out a fire or deal with any other emergency issue, but just vacate the building and contact the emergency services and then a senior member of staff.

Reviewed in Jan 2019 by Mrs Sandhya Godhania