 **Lone Working Policy**

At Pear Tree Nursery we ensure that all staff and children in our care are safe through ensuring that our staff: child ratios are always maintained. We understand that there may be times when the staff are left alone with children due to:

* Toilet breaks
* Nappy changes
* Comforting an unwell or upset child in a quiet area
* Following child’s interests, which may lead staff away to explore an area with the child
* Supporting children in the toilet area that has had an accident
* Answering the door
* Management duties such as taking a phone call that requires quietness
* Speaking to a parent

**Procedures:**

* We ensure that no staff member is alone with children in the building at any time, except in exceptional circumstances such as an emergency.
* We allow staff to work in the Caterpillar room alone with children (in ratio 1:3) providing that they have their internal phone with them and/or the baby gate is closed with the door open, and make sure there is always someone to call in case of an emergency situation.
* When staff are working alone in a room, we make sure that ratios are maintained at all times.
* It is our responsibility to identify hazards and minimise risks of working alone by completing a lone working risk assessment
* Children are safeguarded at all times, and safeguarding policies are followed.

**Employee’s responsibilities when working alone in the building:**

* A member of the management team must be aware there is a staff member alone in the building and to know the expected times of arrival and completion of work.
* The staff member must have access to a telephone at all times in order to call for help if they need it.
* Ensure that the building remains locked at all times
* The door is not opened to any unknown people
* Report any concerns for working alone to the management as soon as possible

**Management’s responsibilities when staff working alone in the building:**

* To ensure that staff working alone are competent and confident to carry out any safety procedures
* To ensure the staff member has the ability to contact them or a member of the team if they are working outside their normal hours
* To check the employee has someone to contact in the event of an emergency and the numbers to call
* To ensure the employee has access to a phone in the event of an emergency

This policy was adopted at a meeting of Pear Tree Nursery

Held on 3/1/2020

Date to be reviewed 3/1/2021

Signed on behalf of the provider

Name of signatory

Role of signatory