



Lone Working

Policy Statement

At Clare House Nursery, the safety and wellbeing of our children, staff, students, volunteers and visitors is our highest priority. We recognise that there may be occasions when members of staff are required to work alone or without the immediate support of another colleague. Whilst lone working cannot always be avoided, we are committed to minimising any associated risks through careful planning, effective communication and robust safeguarding procedures.

We acknowledge our duty of care under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the EYFS Statutory Framework, ensuring that all reasonable steps are taken to protect staff and children at all times.

Aim

The aims of this policy are to:

- Protect the health, safety and wellbeing of staff and children.
- Reduce the risks associated with lone working.
- Ensure staff understand safe working practices.
- Maintain high standards of safeguarding and professional conduct.
- Provide clear procedures for managing lone working situations.

Definition of Lone Working

Lone working refers to any situation where a member of staff is working without the immediate support or direct supervision of another colleague.

This may include:

- Opening or closing the nursery.
- Working in the office outside normal operating hours.
- Carrying out administrative duties alone.
- Remaining on site after other staff have left.
- Carrying out maintenance or preparation tasks.
- Temporarily working in an area without another adult nearby.

Our Commitment

Wherever possible, lone working will be avoided.

When it cannot reasonably be avoided, Clare House Nursery will ensure that:

- Appropriate risk assessments have been completed.
- Staff are aware of emergency procedures.
- Communication arrangements are in place.

- Staff have access to a telephone.
- Staff understand safeguarding expectations.
- Risks are reviewed regularly.

Lone Working with Children

At Clare House Nursery, lone working with children will be avoided wherever possible.

Children will always remain appropriately supervised in accordance with the requirements of the EYFS.

Staff must:

- Maintain appropriate staffing ratios at all times.
- Remain visible or within hearing distance of colleagues wherever practicable.
- Follow the Intimate Care Policy during personal care routines.
- Never place themselves in situations that could compromise safeguarding or professional boundaries.
- Report any concerns immediately to the Nursery Manager or Designated Safeguarding Lead.

Opening and Closing the Nursery

Where staff are required to open or close the nursery they should:

- Ensure doors remain secure.
- Be aware of their surroundings when arriving and leaving.
- Lock doors immediately after entering where appropriate.
- Report any suspicious behaviour immediately.
- Ensure the building is secure before leaving.

Visitors and Contractors

When working alone staff must:

- Never allow unknown visitors access without checking identification.
- Ensure all visitors sign in and out.
- Challenge anyone not wearing identification.
- Supervise contractors where appropriate.
- Report any concerns immediately.

Communication

Staff undertaking lone working should:

- Inform another member of staff or the Nursery Manager.
- Carry a telephone where appropriate.
- Report when they have safely left the premises if working outside normal hours.
- Seek assistance whenever they feel unsafe.

Professional Conduct

All staff must continue to maintain professional standards whilst lone working.

Staff must:

- Follow the Staff Code of Conduct.
- Maintain professional boundaries.
- Respect confidentiality.
- Follow safeguarding procedures.
- Record and report any incidents or concerns.

Emergency Procedures

In the event of an emergency staff should:

- Contact the emergency services if immediate assistance is required.
- Contact the Nursery Manager or Deputy Manager.
- Follow the nursery's Fire Evacuation Procedure where appropriate.
- Complete an accident or incident report as soon as possible.

Staff Responsibilities

All staff are responsible for:

- Taking reasonable care of their own health and safety.
- Following this policy and all risk assessments.
- Reporting unsafe situations immediately.
- Raising concerns if they feel lone working presents an unacceptable risk.
- Following safeguarding procedures at all times.

Management Responsibilities

The Nursery Manager will:

- Ensure lone working risks are assessed.
- Review working arrangements regularly.
- Provide appropriate training and guidance.
- Investigate incidents involving lone working.
- Ensure staff feel supported and able to raise concerns.

Monitoring

This policy will be reviewed annually or sooner if:

- Legislation changes.
- EYFS guidance changes.
- An incident occurs.
- Nursery practices change.

Clare House Nursery's Lone Working Commitment

At Clare House Nursery, safeguarding remains at the centre of every decision we make. Although there may be occasions when staff work alone, these situations are carefully managed to minimise risk and maintain the highest standards of safety. We believe that effective communication, professional judgement, robust safeguarding procedures and teamwork are essential in protecting both children and staff. Every member of our team has a responsibility to follow safe working practices, seek support whenever needed and report any concerns immediately, ensuring that our nursery remains a safe, secure and nurturing environment for everyone.

