

# InceyWinceys Day Nursery

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## Lone Working Policy and Risk Assessment

At Incey Winceys Day Nursery and Preschool we are committed to children's welfare and safety, including maintaining OFSTED ratios and ensuring adequate supervision. Employees are safeguarded by lone working risk assessment and this policy and are made aware of it through training and refreshers.

Lone building working is defined as one practitioner with children on their own in the building. Lone building working is not permitted as a minimum of 2 members of staff must be present on site when children are present. This applies to children who are collected late, 2 members of staff must stay until collection.

Lone room working is **defined** as one practitioner with a group of children in ratio within a playroom or garden, with other staff members in the building to support if needed. Practitioners may work in the rooms on their own with children within ratio for short periods of time provided they meet the following requirements:

- They have an enhanced DBS check
- They hold a valid 12-hour Paediatric first aid qualification
- They have received at least basic safeguarding training
- They are over 18 years of age.

Practitioners and Managers are in contact via the wireless handsets, with a list of internal numbers to call for each room. Rooms are fully equipped with a first aid kit and the lone worker is aware that they must not leave the children at all whilst working alone.

Staff are also advised to stay in full view of a CCTV camera to prevent allegations against themselves and to always ensure the safety of the children.

If children are sleeping, a practitioner is allocated to sit with them whilst they sleep to carry out sleep checks. We do not leave children unattended, even when sleeping.

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Some staff may be deemed unsuitable for lone working, this will be assessed on an individual basis, and decisions will be made in order to safeguard everyone concerned.

Staff may take children out of the building for trips alone, specifically with children with additional needs, and risk assessments will be done on an individual basis. General advice to staff is:

- Go in groups of 2 adults if possible
- to wear their uniform
- plan a route that is public and as safe as possible
- to behave in a professional manner to avoid allegations or complaints
- always have the child within reach and constantly supervise
- take a first aid kit with them
- take a mobile phone for emergencies, and share their contact number on the risk assessment. Any photos taken must be sent to the nursery iPad and then permanently deleted from their phone. The phone must not cause a distraction from quality childcare.
- plan accordingly to keep the child safe, eg buggy or reigns if needed, high vis jacket if going to a busy area, risk assessing the area eg are there fences round the park.
- let the parent know of the trip, seek consent if further afield than the local area (E18 postcode)

The risk assessment on page 3 details some of the most likely scenarios when lone working would occur, and measures put in place to reduce risk wherever possible.

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<u>What are the hazards/tasks / activity?</u>	<u>Who could be harmed and how?</u>	<u>What are the control measures?</u>	<u>Risk rating</u>	<u>What further measures are needed?</u>
Adult accidents, slips, trips and falls	<b>Lone worker</b> Risk : injury to adult, unable to call for help <b>Children</b> Risk : children left unsupervised if carer is injured	Phone carried on the person at all times Toys and other items are clearer away where possible throughout the day and spillages cleaned up promptly First aid kit to be to hand at all times	Low	Being aware of adults whose health may prevent safe lone working. Staff must declare changes to medication or health to ensure an ongoing risk assessment may be carried out.
Safeguarding	<b>Lone worker</b> Risk : left with children unsupervised = potential for allegations of abuse, mental illness through false allegation, loss of earnings etc <b>Children</b> Risk: Potential risk of harm or abuse	Every member of staff has a valid enhanced DBS check CCTV to monitor all playrooms, staff to stay within view, changing nappies and clothes to occur during the main room while lone working. Lone working time to be as short as possible and only when necessary Phone to hand at all times	Low	Refresher training and reminders in staff meetings
Child has an accident	<b>Lone worker</b> Risk: not able to fully perform first aid duties and keep other children safe <b>Children</b> Risk: Being left unsupervised when adult is providing first aid	First aid kits to hand/ in the garden where needed. All staff are first aid trained. Phone carried at all times and to hand. Staff are trained to manage situations and are aware of the importance of getting another adult to help/ getting the children to sit down etc.	Low	Not considered necessary

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Sleep times	<b>Children</b> Risk: Sleeping children monitored by one staff member	Once children are sleeping, key workers will be close by or in the room to complete paperwork whilst one person stays with the children to complete sleep checks and monitor children  Phone carried on the person at all times	Low	Sleep policy implemented Training on Safer Sleep Practices
Parent handover	<b>Children</b> Risk: Children left unsupervised when key worker is talking to parent	Parent asked to wait for handover until another key worker is present to supervise the children  Phone carried on the person at all times to call for support from another practitioner  Majority of information loaded on to Family to minimis spoken handovers  Meetings offered for issues that arise, separate to the room and children	Low	Staff stay late to ensure adequate ratios. Other rooms may join to ensure enough adults are present to allow for speaking with parents. This is planned with the shifts and is flexible.
Toileting/ changing	<b>Lone worker</b> Risk: Left with children unsupervised potential for allegations of abuse  <b>Children</b> Risk: Potential risk of harm/abuse	When lone working if key worker needs to change a nappy or toilet children on potties you will need to call for another key person to be present whilst changing  Phone carried on the person at all times  The door is a low swing door so adults can always supervise while protecting the child's modesty.  Baby room nappy changes are picked up on the neighbouring cot room monitors and the changing area door remains open at all times.  While lone working, clothes and nappies should be within the room and changes can occur without avoiding cameras.	Low	Not considered necessary

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Revised on 8<sup>th</sup> October 2025