



## **Lone Working Policy and Risk Assessment**

### **Policy Statement**

Bright Eyes are committed to children's welfare and safety including maintaining OFSTED ratios and safeguarding children. Employees are safeguarded by lone working risk assessments and policies. Employees are trained in safe lone working practices and are monitored by managers.

Lone building working is defined as one practitioner with children on their own in the building. Lone building working is not permitted under any circumstance due to safeguarding requirements.

Lone room working is defined as one practitioner with a group of children in ratio within a play room 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 hold the following;

- Full DBS check
- Level 3 qualification in Early Years (Early Years Educator equivalent)
- A valid Paediatric first aid qualification (12-hour course)
- A valid level 2 or above safeguarding qualification

Key workers are in contact with the manager in the office and key workers in other rooms via radios to ensure they can call for assistance if needed. Rooms are fully equipped with a first aid kit and children's belonging are left in the room when practitioners need to lone room work. Practitioners are not able to lone room work in the following incidences;

- The key worker has a medical condition that may inhibit their ability to lone work
- The manager, other practitioners or office staff are in ratio themselves and not able to support if needed
- The parent has expressed in the child's registration form that they do not wish for their child to be left in sole care of one key worker

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.

If you have any questions about lone working or about the policies please speak to the Nursery Manager.

Date of Policy: March 2019

Signed By: Nursery Manager



## Lone Working Risk Assessment

Client's Name:	Bright Eyes Child Care Ltd	Date of assessment: 26/11/18	Review date: 26/05/19
Area being assessed:	Lone working	Assessor's name(s): Haley Blake – Nursery Director	

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	<b>Accidents, Slips, trips and falls</b>	Lone worker Risk: Injury to adult  Children Risk: Children left unsupervised if carer is injured.	<ul style="list-style-type: none"> <li>▪ Radio carried on the person at all times.</li> <li>▪ Toys and other items are cleared away where possible through the day and spillages cleaned up promptly</li> <li>▪ Managers or other key workers will be out of ratio to be called by radio should it be needed</li> </ul>	LOW	<ul style="list-style-type: none"> <li>▪ Not considered necessary</li> </ul>	



No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
2.	<b>Safeguarding</b>	Lone worker Risk: Left with children unsupervised potential for allegations of abuse  Children Risk: Potential risk of harm/abuse	<ul style="list-style-type: none"> <li>▪ DBS processed for all staff members working at Bright Eyes</li> <li>▪ All staff members lone working with children will have Level 3 or above in Early Years and Level 2 or above in Safeguarding Awareness</li> <li>▪ CCTV in place to monitor key workers and children in rooms</li> <li>▪ Key workers only left with children to room lone work for short periods of time e.g. 30 minutes to cover lunch breaks</li> <li>▪ Managers or other key workers will be out of ratio to be called by radio should it be needed</li> <li>▪ Radio carried on the person at all times</li> </ul>	LOW	<ul style="list-style-type: none"> <li>▪ Regular refresher training to be implemented into staff meeting regarding safeguarding</li> <li>▪ Ensure all CCTV cameras do not cover change/toileting areas</li> </ul>	DEC 2018  NOV 2018
3.	<b>Accident</b>	Children Risk: Children being left unsupervised when key worker is providing first aid	<ul style="list-style-type: none"> <li>▪ Managers or other key workers will be out of ratio to be called by radio should it be needed</li> <li>▪ First aid kits in the rooms and first aid bum bags for outdoor play</li> <li>▪ All key workers are Paediatric First Aid trained</li> <li>▪ Radio carried on the person at all times</li> </ul>	LOW	<ul style="list-style-type: none"> <li>▪ Not considered necessary</li> </ul>	

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
4.	<b>Sleep times</b>	Children Risk: Sleeping children monitored by one staff member	<ul style="list-style-type: none"> <li>▪ Managers or other key workers will be out of ratio to be called by radio should it be needed</li> <li>▪ 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</li> <li>▪ In the event of an emergency evacuation managers, office and kitchen staff will assist with evacuation of children if needed</li> <li>▪ Radio carried on the person at all times</li> </ul>	LOW	<ul style="list-style-type: none"> <li>▪ Sleep Policy implemented and training on Safer Sleep Practices</li> </ul>	DEC 2018
5.	<b>Parent Handover</b>	Children Risk: Children left unsupervised when key worker is talking to parent	<ul style="list-style-type: none"> <li>▪ Managers or other key workers will be out of ratio to be called by radio should it be needed</li> <li>▪ Parent asked to wait for handover until another key worker is present to supervise the children</li> <li>▪ Radio carried on the person at all times</li> </ul>	MED	<ul style="list-style-type: none"> <li>▪ Not considered necessary</li> </ul>	
6.	<b>Toileting/changing</b>	Lone worker Risk: Left with children unsupervised potential for allegations of abuse  Children Risk: Potential risk of harm/abuse	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Managers or other key workers will be out of ratio to be called by radio should it be needed</li> <li>▪ Radio carried on the person at all times</li> <li>▪ When toileting children in the toilet area key workers will leave the toilet door open and never shut and lock the door with children alone</li> </ul>	LOW	<ul style="list-style-type: none"> <li>▪ Not considered necessary</li> </ul>	



