Whiteley Preschool Lone Working Policy

At Whiteley Preschool we aim to ensure there will always be more than one practitioner working with the children for most of the day. However, this is sometimes unavoidable; therefore, our main priority is to ensure the safety and security of the children and member of staff during these times. In these instances, all members of staff must be organised and have all the equipment/recourses needed to be able to fulfil their duties and care for the children. When a practitioner is lone working they will always be within the legal ratio requirement. No child or children will be left alone with a student or volunteer at the setting.

One to one work has the potential to make a child more vulnerable to harm by those who seek to exploit their position of trust. Adults working one to one with children may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when lone working situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and the adults who work with them. At Whiteley Preschool we have the following procedures in place:-

- All Staff are Pediatric First Aid Trained.
- We ensure staff take steps to avoid lone working which may present undue risk in their day to day work where reasonably practicable.
- We ensure that lone workers receive appropriate information about safe working practices, receive training as required and have access to communication equipment which is safe and well maintained.
- We ensure risk assessments are reviewed on a regular basis and in any case after a serious accident or incident in which a person working alone is involved.
- We ensure an incident report is filed during any lone working episode which had cause for concern. During parent/career consultations staff ensure they communicate with the manager as to where the meeting will be located, what time it will start and the time it is due to finish. The meetings are based within the preschool building and are always within hearing distance of the other members of staff.
- Any situation where a child becomes distressed or shows anger towards an educator is reported to the manager.
- Staff should carefully consider the needs and circumstances of the child/children and/or themselves when in a one to one situation.
- To lone work in Sweethills the manager (in her absence a member of the leadership team) needs to be informed and a telephone available as a point of contact.

- The person in charge will regularly check on the lone working member of staff.

Communication

In open spaces doors are kept open so then staff members are in hearing reach if someone needs to shout for help a response is obtained immediately. Anyone who is lone working will be checked regularly by the Manager or member of the leadership team to ensure safety.