



## Lone Worker Policy

### Policy statement

Home from Home Latton Bush will protect their staff as far as is reasonably practicable from the risks of lone working. Working alone is not in itself against the law and it will often be safe to do.

### Procedures

At Home from Home Latton Bush we aim to ensure that no member of the team is left alone working in either a room alone or within the building at any time. However there may be occasions when this isn't always possible due to:

- Toilet breaks
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest, as this may lead staff away with a child to explore an area
- Supporting children in the toilet area
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

We employ additional staff, so whenever possible we do not work on minimum ratios in rooms, to allow for any personal emergencies or for staff to leave their room and minimise the possibility of lone working

We consider how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children.

We always ensure that legal staff to child ratios are maintained.

It is the responsibility of both the member of staff and Manager to identify the hazards and minimise the risks of working alone.

Staff/Manager's responsibilities when left in a room alone include ensuring:

- Ratios are maintained
- There is someone close by to call on in an emergency if required

- The member of staff and children are safeguarded at all times

Staff responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work.
- To ensure they have access to a phone at all times in order to call for help if they need it, or for management to check their safety if they are concerned.
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation
- To ensure that the member of staff has the ability to contact them or a member of the team even if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call)
- To check that the member of staff has someone they can contact in the event of an emergency, and the numbers to call
- To ensure that members of staff have the ability to access a telephone whilst lone working

### Policy links

Our intention is for this policy to be read in conjunction with the following Home from Home Latton Bush Policies and Procedures:

- Maintaining Children's Safety and Security Policy
- Safeguarding and Child Protection Policy
- Staffing Policy

	<b><u>Date:</u></b>	<b><u>By Whom?</u></b>	<b><u>Comments</u></b>
<b>Created</b>	22 <sup>nd</sup> January 2025	Rachel Simms	New policy
<b>Reviewed</b>	12 <sup>th</sup> January 2026	Chrissie Morley	No changes
<b>Next Review</b>			