




4.4 Lone working policy

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in the induction of disciplinary procedures.

Date of adoption	March 2018
Reviewed	March 2020
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	March 2022

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Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment - Providers must take reasonable steps to ensure the safety of the children, staff and others on the premises.

Policy Statement

Little Thetford Acorns believes that the health and safety of children and staff is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Ideally, staff should not work alone in Little Thetford Acorns as there are risks involved, such as accident, assault or sudden illness. We evaluate the risks of lone working and where possible, change working patterns. However, we recognise that there are short times during the working day when staff are on the premises alone.

Under no circumstances should one member of staff be on-site alone with children.

Staff have responsibility to adhere to this guidance and co-operate with all Health and Safety procedures, ensuring equipment is used correctly. If any risk is noted by a member of staff, this must immediately be reported to the Manager and/or Chairperson. Accidents and injuries that happen whilst working alone must also be reported and recorded accordingly.

Procedures

If you are in the building alone, you should always take the following precautions:

- Do not work at height on a ladder or steps;
- Do not go into any space in which you might become trapped, i.e shed;
- Do not undertake any tasks involving hazardous tools or materials;
- Lock the doors and keep windows closed to prevent intruders;
- Ensure someone knows where you are and your estimated time of arrival home;
- Do not work alone if you feel unwell;
- Be aware of alarm code and closing up procedure.

If there is any indication that the Little Thetford Acorns building has been broken into, you must not enter alone. The Police, a Committee Member or another member of staff should be contacted and the emergency call-out procedure should be followed.