



Lone Working Policy

Version History

Version	Date	Author	Changes
Initial		JMB	Initial Version

At all times we have a responsibility to look out for the safety of personnel and the children in our care.

Lone working is considered to be when a practitioner is working on their own or on their own with children present. Staff will carry charged mobile phones with easy access to staff members contact numbers when in a lone working situation.

Situations where staff may be a Lone Worker:

- Setting up/cleaning away
- Other practitioner is collecting resources from another part of the building or woodland
- Other practitioner has to leave in an emergency situation
- Taking children to the shops

It is the duty of the practitioner to ensure they are physically and mentally fit and able for work, knowing that there will be occasions of lone working. If a practitioner feels unwell while working when there is a potential for lone working then they must discuss this with their colleague and decide whether lone working is advisable.

In particular

- When Lone Working staff should always have a charged mobile phone and emergency contact numbers for the manager and other staff members.
- Staff should not carry out any activities which require 1:1 adult: child ratios while working alone with children (e.g tool use)
- Fires should not be lit during lone-working time if children are present. Fires that are on should be extinguished promptly if a lone-working with children situation arises.
- If a staff member is lone working and in charge of children and then feels unable to care for the children then they should call another practitioner immediately.
- If there is a toilet/changing difficulty or an incident/accident the practitioner should immediately call another staff member or manager.

In an emergency call 999.