Safeguarding and Welfare Requirement: State here which EYFS Safeguarding and Welfare Requirement this document relates to.

Insert here the wording from the Safeguarding and Welfare Requirements which this documents relates to.

3.3 Lone Working Policy

Statement

Charlton Acorns Pre-School intend that no person should be working alone on site and will endeavour as far as is practicable to ensure that at least two persons are on site at any given time. However it is recognised that there could be occasions when lone working is unavoidable and therefore this policy and guidelines are written to reflect this eventuality.

Aim

To ensure persons who carry out lone working shall not face any additional degree of risk when doing so. The Health and Safety of employees and volunteers who work alone shall be assured as far as is reasonably practicable as shall others who may be affected by the action of lone workers themselves.

Definition of lone working

Individuals are alone at work when they are on their own, they cannot be seen or heard by another worker, cannot expect a visit from another worker for some time and/or where assistance is not readily available when needed. Therefore, lone workers are those who work by themselves without close or direct supervision. This includes establishments where:

- Only one person works on the premises
- One person works separately from others
- One person works outside normal hours
- Carrying out work in someone's home other than their own
- Working in premises that are not leased or managed by Charlton Acorns
- Volunteers work on the premises

Objectives

This document applies to all staff and volunteers working alone in Charlton Acorns Pre-School whereby the task or role undertaken shall:

- ☐ Be safe and without risk to health
- ☐ Have proper facilities and arrangements for welfare and first aid
- ☐ Follow safe systems of work to preserve the health and safety of employees and others who may be affected by their activities.
- ☐ Follow safeguarding procedures.

Roles and Responsibilities

Charlton Acorns Pre-School management are responsible for the health and safety of employees and to this end require that employees take regard of:

- ☐ The appropriate health and safety measures in place as outlined in the Pre-School's Health and Safety policy.
- ☐ Reasonable care is taken of their own health and safety and that of others who may be affected by what they do or do not do – there are no exceptions to this, every employee has this duty.
- ☐ And co-operate and comply with management instructions regarding statutory health and safety duties.
- ☐ It is the responsibility of all staff to raise any concerns they have with the Manager or Health and Safety coordinators.
- ☐ Persons undertaking lone worker home visits must follow procedures for Home Visit Policy. Home visits should not be arranged if there is no other member of staff in the setting.

Guidelines

- ☐ A Lone Worker risk assessment must be completed & regularly reviewed.
- ☐ All outer doors should be locked. Workers should visually check visitors via the window and only open the door to people they feel safe with.
- ☐ Staff should not arrange to see families in the pre-school if there are no other staff on the premises unless in an emergency
- ☐ Staff and volunteers should not take any unnecessary risks e.g. climbing, maintenance etc.
- ☐ Doors must be locked & alarm set when you vacate the building
- ☐ Staff and volunteers will be advised of a nominated person from the senior management team who will be the first point of contact for any issues usually the Manager or Deputy Manager.
- ☐ In an emergency follow usual evacuation procedures and contact emergency services as well as a Line Manager. The Line Manager should subsequently advise the Committee Chairperson.
- ☐ Persons who intend working or being on site outside normal working hours should identify their intention to the Manager, during the previous working week and identify the hours during which they will be on site.

Documents supporting this policy
Health & Safety policy
Lone Working Risk Assessment
Home Visits Policy

This policy was adopted by   *(name of provider)*

On   *(date)*
Date to be reviewed   *(date)*
Signed on behalf of the provider
Name of signatory
Role of signatory (e.g. chair, director or owner)