



# Lone Working Policy

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Lymestone Preschool will always aim to ensure that no member of the team is left alone working, in either a room or within the building at any time. However, there may be occasions when this isn't always possible due to:

- Nappy changing in our designated changing area
- Comforting a child that may be unwell in a quiet area to prevent risk of further risk of spread
- Supporting children in the toilet area
- Sleep time
- Individual, or small group activities
- Room set up

On occasions that lone working does take place we ensure that the following procedures are followed:

- Staff are all enhanced DBS checked.
- Staff hold the required qualifications, training and/or skills for the role e.g. holds an early years qualification, paediatric first aid, safeguarding minimum level 2 training, and basic food hygiene.
- The member of staff working alone are competent in their role.
- That other staff members are always within calling distance, and lone working staff are checked regularly.
- The member of staff and children are always safeguarded (according to our Safeguarding policy)

## **Lone working out of operating hours may accrue for the following reasons**

- General building maintenance
- Deep cleaning by staff or external companies
- Office administration (Only by authorised staff)

During these times all staff will have seek prior agreement with either the Preschool management or the Committee. Staff must ensure that health and safety is correctly followed and all other policies relating to the integrity of the Preschool are adhered. For the safety of the lone worker, they are expected to always keep a mobile device with them so that in the case of an emergency they are contactable or can call for help. Risk assessments will also be completed for these occasions including hazards, risks and how they are controlled.

Agreed by Lymestone Preschool Committee

Date: 14/01/2025

Last reviewed

Date 11/03/2026