

Daffodils Outdoor Nursery

Lone Working Policy

Policy Statement

Occasionally as numbers are under ratio only one staff member will be required to work in a room/area within the setting.

EYFS key themes and commitments

A Unique Child- Keeping Children Safe

Procedures

From time to time numbers may become under ratio in a room/area. If this is the case a lone member of staff can be left with the supervision of the children in their care. An apprentice / student can be left in the room with the qualified member of staff, level 3 or above as support but will never be left to lone work. Lone working will only occur if:

- Other members of staff are within calling distance (or contactable via the walkie talkie system) if the staff member requires assistance.
- The numbers of children are below ratio and appropriate (very low numbers)
- The staff member is qualified at NVQ Level 3 or Equivalent or above

If numbers are below ratio in a room/area then an existing member of that room/area can cover in another room/area if needed which may leave a lone person

- We ensure that this is sensitive to the children's key worker opportunities
- Students / New members of staff work fully supervised if awaiting for DBS checks

Our **Walkie Talkie communication system** ensures that even when lone working, staff are able to communicate at all times. Any lone workers will be checked on regularly by managers/senior staff or office staff and other staff will regularly check in with lone workers through the walkie talkies. Lone working should only ever happen for short periods of time. Level 3 qualified staff will be able to supervise small groups of children in our outside area for short periods of time if it is in the best interest of all the staff and children. **Some examples of when lone working is deemed as acceptable are below:**

1. A small group of children have finished getting ready in their outdoor clothing and are ready to go to the garden with a member of staff whilst other children are still getting ready. 1 staff member can supervise this group to access the outdoor area as it will be for a very short period of time and the staff member has full contact with all staff through our walkie talkie

system. Our outdoor area is also shouting distance from the main building for emergency situations.

2. A small group of children would like to go out to explore our outdoor area (eg puddle jumping in the car park) whilst a larger group of children are engaged in activities inside or children are sleeping inside. 1 staff member can supervise a small group of children to access the outdoor area as they have full contact with all staff through our walkie talkie system. Our main indoor area also has large windows surrounding the outside which makes the majority of the outdoor area visible to staff inside.
3. A very small number of children (1-3) are sleeping/playing in our Under 2's room and a large group of children are playing in the main room/outside. 1 member of staff can work alone in the under 2's room as they have full contact with all staff through our walkie talkie system. A large sliding window is also located between the under 2's room and office giving sight and hearing to any office staff/managers and lone workers.

All lone working situations will be assessed on an individual basis and risk assessed based on the staff and children involved, ensuring that legal ratios across the building are maintained at all times.

Policy adopted on: 22nd February 2018

Policy adopted by: Amy Claypole (setting manager)

Signed on behalf of setting:

Date to be reviewed: February 2019