



Staff, volunteers and students' procedures

Lone Working

Policy statement

We are committed to children's welfare and safety including maintaining OFSTED ratios and safeguarding children. Lone building working is defined as one practitioner with children on their own in a room.

The Enchanted Wood aim to ensure that no members of the team are alone within the building at any time. However, there may be occasions when this isn't always possible for example:

The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the setting and staff operating outside of operating hours.

Within our working day we do our best to avoid lone working within the rooms but at times this may not always be possible due to:

Working hours; start and finishing patterns

Toilet breaks

Lunch cover

Nappy changes

Comforting a child that may be unwell in a quiet area

Following a child's interest, as this may lead staff away with a child to explore an area

Supporting children in the toilet area

We always ensure that legal staff: child ratios are maintained. It is the responsibility of both the employee and Manager to identify the hazards and minimize the risks of working alone.

- Employees are safeguarded by lone working risk assessments and policies.
- Lone room working is defined as one practitioner with a group of children in ratio within a room with other staff members in the building to support if needed, within sight and/or sound of others.

- Practitioners may work in the rooms on their own with children within ratio for short periods of time provided they hold the following;
 - **A valid Paediatric first aid qualification (12-hour course)**
 - **Full DBS check**
 - **A valid level 2 or above safeguarding qualification**
 - **Are 18 years of age or over**
- Practitioners and managers are in contact with each other via room phones to ensure they can call for assistance if needed.
- Rooms are fully equipped with a first aid kit and children's belonging are left in the room when practitioners need to lone room work.
- Practitioners are not able to lone room work in the following incidences;
 - **The practitioner has a medical condition that may inhibit their ability to lone work**