

Lone Working Procedure

Wherever possible lone working will be avoided. If a team member has to be left alone for any reason the manager must be informed immediately. The manager must risk assess the situation straight away to ensure it is safe for lone working.

The team must also make sure that there is nothing to be done that can avoid the members of staff having to work by themselves.

The management will then assess the room to minimise any potential risks to both the staff and the children, as well as ensuring the staff member is competent and able to work by themselves.

Once the risk assessment is completed both management and the staff member will sign it to say that they have both done the required checks.

If the management team is given enough notice, then it may be required that they get supply staff in to support that member of staff.

During lone working the team member must ensure they have access to a phone at all times to call for help.

