**Policy statement**

The health, safety, and welfare of all children at Ladybirds Parkside is paramount. It is best practice for at least two members of staff to be in a room at one time. Ladybirds Parkside Preschool intend that no person is left working alone on site or within areas of the Preschool. We endeavour to have at least 2 members of staff in a room. However, it is recognised that they’re occasions when this is unavoidable and therefore this policy is written to reflect this. Lone working is not encouraged unless completely necessary to meet the needs of the individual child/ children

**Aim**

To ensure that individuals who carry out lone working shall not be faced with any additional degree of risk when doing so. To ensure no child is at risk when lone working is occurring.

**Definition of lone working at Ladybirds Parkside Preschool**

Lone working is when the individual and child/children cannot be seen or heard by another worker. Individuals are lone working when they are on their own in part of the Preschool whilst other individuals are in the building. This could be in the outside area or within the grasshopper room (intervention room). The practitioner will hold the required qualifications, a full DBS and statutory ratio is maintained.

**Procedures**

* Ensuring staff feel comfortable to be lone working.
* A lone working risk assessment should be carried out and regularly reviewed.
* A lone worker should have a walkie talkie to be able to ask for assistance/support when needed.
* When using the grasshopper room or outdoors, if a child becomes upset/angry or frustrated a practitioner should ask for support instantly.
* The staff member lone working will be competent in their role.
* The staff member will be checked in on and covered for breaks if necessary.
* Ratios are always maintained.
* Staff will be first aid trained and carry a first aid bag on them at all times.
* It is the responsibility of both the employees and Managers to identify the hazards and minimise the risks of working alone.
* Lone working should only ever happen for short periods of time.
* Individuals with a Level 3 qualification, First Aid and Safeguarding training 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.

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