



St Bede's Childcare Ltd

Lone Working Policy

Safeguarding and Welfare Requirement:

Providers must take all reasonable steps to ensure the safety and wellbeing of children and staff.
(EYFS 2024, 3.4–3.7)

Policy Statement

St Bede's Childcare recognises that there may be occasions where staff are required to work alone. We are committed to ensuring that lone working is carried out safely, with appropriate measures in place to protect both **children and staff**.

Lone working will be **minimised wherever possible**, particularly where staff are caring for children.

This policy should be read alongside our **Safeguarding and Child Protection Policy**, **Staff Behaviour Policy**, and **Health and Safety Policy**.

Aims

We aim to:

- Ensure the safety and wellbeing of children and staff
- Reduce risks associated with lone working
- Provide clear guidance for staff
- Maintain safeguarding standards at all times

Definition of Lone Working

Lone working may include:

- Opening or closing the setting alone
- Being the only adult in a room temporarily
- Carrying out tasks away from other staff
- One-to-one interactions with children

Principles

We will:

- Avoid lone working with children wherever possible
- Ensure staff are **not left alone in isolated situations** with children
- Maintain visibility and accountability at all times



- Carry out **risk assessments** where lone working cannot be avoided

Risk Assessment

- All lone working situations will be:
 - Risk assessed
 - Reviewed regularly
- Risk assessments will consider:
 - Location
 - Time of day
 - Nature of the task
 - Individual needs of children

Procedures

Working with Children

- Staff must:
 - Avoid being alone with a child in an enclosed space
 - Remain within sight or hearing of other staff where possible
 - Follow safer working practice guidance
- Activities such as:
 - Nappy changing
 - Toileting will be carried out in designated areas with appropriate visibility

Opening and Closing the Setting

- Staff opening or closing must:
 - Inform management of their arrival/departure times
 - Ensure doors and gates are secure
 - Keep a mobile phone accessible
- Where possible:
 - Two members of staff should be present

Working Alone on Site

- Staff must:



- Keep communication devices (e.g. mobile phone) accessible
- Inform a colleague or manager of their whereabouts
- Avoid unnecessary risks

Home Visits / Off-Site Work

(If applicable)

- Staff must:
 - Inform management of location and expected return time
 - Follow risk assessment procedures
 - Avoid entering situations that feel unsafe

Safeguarding

- Lone working increases safeguarding risks
- Staff must:
 - Follow all safeguarding procedures
 - Report any concerns immediately to the **Designated Safeguarding Lead (DSL)**
- Staff must:
 - Maintain professional boundaries at all times

Staff Responsibilities

Staff must:

- Follow this policy at all times
- Avoid unnecessary lone working
- Report any concerns or incidents
- Maintain communication with colleagues

Manager Responsibilities

The Manager will:

- Ensure risk assessments are completed
- Monitor lone working practices
- Provide training and guidance
- Ensure staff are supported



Monitoring and Review

- Lone working arrangements will be regularly reviewed
- Incidents will be recorded and evaluated
- This policy will be reviewed annually