

Lone Workers policy.

At Harvey Bears, we aim to ensure no member of staff is left alone working. In either room or in the building. However there may be short times when this is not possible;

- Toilet breaks
- Lunch cover
- Nappy changes
- Comforting an unwell child in a quiet area.
- Following a child's interest, ie looking in their bag.
- Supporting children in the toilet area.
- Individual duties of staff, including opening and closing the premises, carrying out cleaning of the setting and staff operating outside opening hours.

On the rare occasions lone working may happen we have a specific risk assessment.

- How staff can manage with a variety of tasks such as talking to parents and supervising children's safety.
- That all staff required to work alone, even for a short period, is adequately qualified.
- The staff members working alone are competent in their role.
- That the staff member can call on others in an emergency.
- The member of staff and children are safeguarded at all times according to our policies and procedures.
- Ratios are maintained at all times.

Public Liability insurance will be sought where applicable.

Staff responsibility when left in the building alone.

- To make a member of the management team aware of when they are working and make plans to check in at the expected time of the completion of their work.
- To ensure they have access to another member of staff for help if they need it, or for management to check their safety if concerned.
- Ensure the building remains locked to prevent unauthorised entrance.
- Report any concerns for working alone to the management as soon as possible.

Management responsibilities when left in the building alone;

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. evacuation or lock down.
- To ensure that the employee has the ability to contact a member of staff if they are working alone outside opening hours.
- To ensure a lone worker has access to a telephone

Risk assessments are completed for these unusual occasions including hazards and risks and how these are controlled.