

## Staff, volunteer and student procedures

### 7.2 Lone working

Staff at St George's are allocated to a room or area to meet the needs and ensure the safety of the children.

We all understand there are ratios to be maintained and occasionally this may mean lone working. **Lone working will be an exceptional occurrence and not a regular occurrence.** This could be for a specific need of a child, toileting and nappy changing or following a child's interest.

The physical layout of St George's means wherever you are in the building another staff member is usually within hearing, but **staff do need to be aware the garden/den** could be an area where lone working occurs.

**Lone working is considered by St George's to be a staff member working on their own and not in sight or hearing of another staff member.**

Staff will always inform their line manager or a childcare manager if they are lone working.

Staff will read the lone working risk assessment kept in the risk assessment folder in the main office. They will cooperate with the arrangements set out and any safe systems in the risk assessment.

Only staff with a DBS (Disclosure and Barring Service) will be allowed to do lone work.

Only staff considered competent by their line manager, or a childcare manager, will be allowed to do lone work.

Staff need to be aware the garden/den could be the area where lone working occurs.

Staff should take reasonable precautions for their own and the children's health and safety.

Any new hazards, risks or concerns must be reported to a childcare manager.