



Lone Working Policy

Purpose

Pavilion Pre-School (Aigburth) CIO recognises that working alone can present additional health, safety and safeguarding risks.

The purpose of this policy is to:

- Protect the health, safety and welfare of staff who may work alone.
- Protect the children attending the setting when staffing arrangements involve a period of lone working.
- Identify and manage risks associated with lone working.
- Ensure staff know what to do if an accident, illness, safeguarding concern, fire, lockdown or other emergency occurs while they are working alone.
- Ensure appropriate communication and supervision arrangements are in place.
- Provide clear procedures for opening and closing the setting.
- Ensure lone working arrangements do not compromise children's safety, safeguarding or EYFS requirements.

Scope

This policy applies whenever a member of staff is required to work without another member of staff being physically present.

This may include:

- Opening the preschool before other staff arrive.
- Closing the preschool after other staff have left.
- Setting up rooms before children arrive.
- Cleaning or carrying out administrative duties when the building is otherwise unoccupied.
- Working alone during staff breaks where appropriate.
- Opening or closing the breakfast club.
- Working at the end of the after-school club.
- Remaining on the premises while waiting for a parent/carer to collect a child.
- Carrying out maintenance, stock checks or other duties outside normal staffed hours.
- Working alone in an office, outdoor area or other part of the premises.



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- Unexpected situations where a member of staff is temporarily left alone.

Legislation and Guidance

This policy should be read alongside:

- Early Years Foundation Stage (EYFS) Statutory Framework.
- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- Fire Safety Policy and Risk Assessment.
- Lockdown/Emergency Procedures.
- Staff Behaviour Policy/Code of Conduct.
- Staff Supervision Policy.
- Risk assessments for the premises and activities.

The current EYFS framework requires early years providers to take necessary steps to keep children safe and well and maintain appropriate safeguarding and risk-management arrangements.

Definition of Lone Working

For the purposes of this policy, lone working means a situation where a member of staff is working without another member of staff being physically present and able to provide immediate assistance.

A person may be considered a lone worker even when other people are nearby if they are unable to obtain immediate assistance.

Examples include:

- A staff member arriving early to open the building.
- A staff member remaining after colleagues have left.
- A member of staff carrying out administrative duties alone.
- A member of staff cleaning an area while others are elsewhere.



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- A member of staff supervising the final child awaiting collection, where this has been specifically risk assessed and is permitted within the setting's staffing arrangements.

General Principles

Pavilion Pre-School will seek to avoid lone working wherever reasonably practicable, particularly where children are present.

Where lone working is unavoidable:

1. A suitable risk assessment will be undertaken.
2. Staff will receive appropriate information and instruction.
3. Staff will have access to a means of communication.
4. Staff will know who to contact in an emergency.
5. Appropriate check-in arrangements will be established.
6. Staff will not undertake activities that have been identified as unsuitable for lone workers.
7. Staff will not put themselves at unnecessary risk.
8. Arrangements will be reviewed following any incident, near miss or significant change.

Lone Working with Children

The safety and safeguarding of children is the highest priority.

The setting will avoid lone working with children wherever reasonably practicable.

Where circumstances result in one member of staff being temporarily responsible for children, the manager must ensure that:

- The arrangement complies with current EYFS staffing requirements.
- The staff member is suitably qualified and suitable to work with children.
- The staff member has completed the required safeguarding checks and induction.
- The number and ages of children are appropriate for the staffing arrangement.
- The member of staff can summon assistance quickly.



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- The member of staff has access to a telephone.
- Emergency procedures can be implemented safely.
- There is a clear procedure for contacting a manager or another designated person.
- The arrangement has been considered within the relevant risk assessment.

Breakfast Club

Breakfast Club staff must follow the setting's normal safeguarding and staffing arrangements.

Where only one member of staff is present during opening:

- The member of staff must have access to a working telephone.
- Doors and access points must be managed appropriately.
- The member of staff must know the emergency procedures.
- Staff must know who to contact if they require immediate assistance.
- The member of staff must not undertake tasks that could compromise supervision of children.
- Children must never be left unsupervised.
- Staffing must comply with the applicable EYFS requirements for children within the early years age range and any other applicable requirements for older children.

Where staffing arrangements mean that a lone worker cannot safely manage an emergency, the setting must arrange additional staffing.

After-School Club

At the end of the after-school club, staff must ensure that:

- Children are released only to authorised parents/carers or according to the setting's collection arrangements.
- Attendance and collection records are kept accurately.
- Staff remain alert to safeguarding concerns.
- Staff do not lock the premises while a child remains inside unless this is part of an established emergency procedure.



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- Where a child has not been collected, the setting's uncollected child procedure must be followed.
- A member of staff should not be expected to remain alone indefinitely while waiting for a parent/carer.
- The manager/designated emergency contact must be informed where a collection becomes significantly delayed.
- Staff should not leave a child with an unauthorised person.

If only one staff member remains at the end of the session, the circumstances must be covered by the setting's risk assessment and staffing arrangements.

Opening and Closing Procedures

Opening

The person opening the setting should:

1. Enter the premises cautiously.
2. Check that there are no obvious signs of forced entry, damage or other concerns.
3. If anything appears suspicious, do not enter or investigate and contact the appropriate person/police.
4. Disarm the alarm where applicable.
5. Check that essential services and equipment appear safe.
6. Check that emergency exits are accessible.
7. Follow normal opening procedures.
8. Contact the designated manager if there are any concerns.

Staff should not place themselves at risk by confronting an intruder or investigating suspicious activity.

Closing

The final member of staff should:

- Ensure all children have left the premises.
- Check the attendance/collection records.
- Ensure relevant rooms and areas are secure.



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- Check windows and external doors.
- Ensure appliances/equipment that should be switched off are switched off.
- Activate the alarm where applicable.
- Lock the premises.
- Notify the designated contact that they have left safely where required.

Staff should avoid spending unnecessary time alone on the premises after closing.

Communication and Check-In Arrangements

Where a member of staff is working alone, the setting will establish appropriate communication arrangements.

Depending on the circumstances, this may include:

- A mobile telephone.
- Landline telephone.
- Two-way communication system where available.
- Agreed telephone/text check-in.
- A manager or nominated colleague being aware that the person is working alone.
- A designated emergency contact.

Where appropriate, the lone worker will:

Check in when:

- They arrive.
- They commence lone working.
- They finish lone working.
- They leave the premises.

If a scheduled check-in is missed, the nominated person should attempt to contact the staff member.

If there is still no response and there are reasonable concerns for their safety, the nominated person should escalate the situation, including contacting emergency services where appropriate.



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Emergency Situations

A lone worker must prioritise their own safety and the safety of any children present.

In an emergency, staff should:

1. Remain calm.
2. Assess the immediate danger.
3. Follow the setting's emergency procedures.
4. Contact **999** where emergency assistance is required.
5. Contact the manager/designated emergency contact.
6. Provide the location and nature of the emergency.
7. Follow instructions from emergency services.
8. Complete an incident/accident report once it is safe to do so.

Fire

If a fire occurs:

- Raise the alarm.
- Call 999.
- Evacuate children and staff in accordance with the Fire Safety Policy.
- Take the register/attendance information where safe to do so.
- Do not re-enter the building.
- Do not attempt to fight a fire if doing so would place anyone at risk.
- Follow the setting's fire evacuation procedure.

The lone worker must never place themselves at significant risk in an attempt to retrieve property, records or equipment.

Lockdown or Security Incident

If a lockdown or serious security incident occurs, the lone worker should follow the setting's Lockdown Procedure.

Where children are present, the priority is to keep children and staff safe.



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This may include:

- Moving to the designated secure area.
- Locking doors.
- Closing blinds/curtains where appropriate.
- Keeping quiet.
- Moving away from windows and doors where appropriate.
- Calling the police on **999** if there is an immediate threat.
- Following police instructions.

First Aid and Illness

Lone workers must have access to:

- A suitably stocked first aid kit.
- A telephone.
- Emergency contact details.
- Appropriate information about first aid arrangements.

A lone worker must not undertake first aid procedures beyond their training or competence.

If the lone worker becomes unwell or injured:

- They should seek assistance immediately.
- Call 999 if the situation is serious or life-threatening.
- Contact the manager/designated contact.
- Do not continue working if doing so would be unsafe.

Safeguarding

Lone working must never compromise safeguarding.

Staff must:

- Follow the Safeguarding and Child Protection Policy.
- Report safeguarding concerns immediately.
- Maintain appropriate professional boundaries.



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- Avoid situations that could place a child or adult at risk.
- Record concerns appropriately.
- Contact the DSL or deputy DSL where required.

If the DSL or Deputy DSL is not available, staff must follow the setting's safeguarding escalation procedure and contact the appropriate safeguarding services where necessary.

Visitors and Contractors

Staff working alone must not allow unknown or unauthorised persons access to the premises.

Where contractors or visitors attend while a staff member is working alone:

- Their identity and purpose should be established.
- They should sign in where applicable.
- Staff should follow the setting's visitor procedures.
- Children should not be left unsupervised with contractors or visitors.
- Any safeguarding concerns should be reported immediately.

Activities Not Permitted During Lone Working

Staff must not undertake activities that have been identified through risk assessment as unsafe when working alone.

This may include, depending on the setting's circumstances:

- Working at height using ladders or steps where assistance is required.
- Using hazardous chemicals or substances where additional controls are required.
- Carrying heavy or awkward objects.
- Undertaking repairs requiring another person.
- Using dangerous machinery or equipment.
- Entering confined or restricted areas.
- Any activity requiring emergency assistance that cannot be summoned quickly.



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The setting's specific risk assessments must identify any additional prohibited activities.

Staff Training

Staff who may work alone will receive information and training covering:

- This policy.
- Safeguarding.
- Emergency procedures.
- Fire evacuation.
- Lockdown procedures.
- First aid arrangements.
- Accident and incident reporting.
- Communication and check-in procedures.
- Personal safety.
- Appropriate use of telephones.
- When to contact emergency services.
- When they should refuse or stop a task because it is unsafe.

Training will be refreshed when necessary and following any significant change to procedures.

Responsibilities

Manager

The Operations Manager is responsible for:

- Ensuring this policy is implemented.
- Identifying situations where lone working may occur.
- Ensuring appropriate risk assessments are completed.
- Ensuring staff receive appropriate training.
- Ensuring emergency arrangements are effective.
- Reviewing incidents and near misses.
- Ensuring staffing arrangements remain appropriate.



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Staff

All staff are responsible for:

- Following this policy.
- Following risk assessments.
- Using communication systems appropriately.
- Reporting hazards and concerns.
- Reporting accidents and near misses.
- Not undertaking unsafe tasks while alone.
- Contacting the manager when they believe lone working is unsafe.
- Calling emergency services where necessary.

Staff should never feel pressured to undertake work alone if they reasonably believe that doing so would place themselves or children at unacceptable risk.

Visitors, Volunteers and Students

Volunteers, students and visitors must not be expected to take responsibility for children or undertake lone working arrangements unless this is specifically permitted by their role, suitability, training and the setting's procedures.

Students and volunteers must work under appropriate supervision.

Personal Safety

Staff should:

- Keep their mobile phone accessible where appropriate.
- Avoid sharing personal contact details with parents/carers unless authorised.
- Not confront aggressive or threatening individuals.
- Move to a safe location if they feel threatened.
- Contact the police if they believe there is an immediate danger.
- Report any threatening or concerning behaviour to the manager.



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Reporting Incidents and Concerns

Any accident, injury, safeguarding concern, threatening behaviour, security incident or near miss involving lone working must be reported to the manager.

The manager will determine whether:

- An accident/incident report is required.
- The risk assessment needs updating.
- Parents/carers need to be informed.
- The DSL needs to be informed.
- Ofsted or another agency needs to be notified.
- The local safeguarding partnership needs to be contacted.
- Additional staff or controls are required.

This policy was adopted in October 2026.

It will be reviewed annually or as and when required.

Last updated: 05.10.26

Signed by Chair of Trustees:

Signed by Operations Manager: