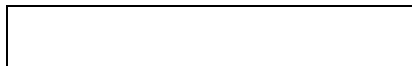


## The Pier Head - School Lone Working Policy



we aim to ensure that no member of the team is left alone for long durations. However, there may be occasions when this isn't always possible. You will not be on-site alone as the site manager is on-site 8am-18:30 daily.

- Lunch cover.
- Nappy changes.
- Comforting a child that may be unwell in a quiet area.
- Following a child's interest, as this may lead staff away with a child to explore an area.
- Supporting children in the toilet area.
- Individual duties of team members e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the settings and staff operating outside operating hours.

We always ensure that legal staff child ratios are maintained.

It is the responsibility of both the employees and Managers to identify the hazards and minimise the risks of working alone.

On the rare occasions, that lone working within a room does take place we take into consideration:

- how staff can manage with a variety of tasks such as talking to parents and supervising children safely.
- That each member of staff required to work alone has the required qualification/training and/or skills for the role; e.g. qualification, paediatric first aid, safeguarding training.
- That staff members working alone are competent in their role and confident to lone work.
- That the staff member can call on others in an emergency, including procedures if there was a fire evacuation or lockdown.
- There are procedures in place to check in on the staff member and cover for breaks.
- The member of staff and children are safeguarded at all times (relating to safeguarding/child protection policies)
- Ratios are maintained at all times.

Public liability insurance for lone working will be sought where applicable.

Employee's responsibilities when left in the building alone:

- To make a member of the management aware of when they are working and make plans to check in at their expected time of completion of the work.
- To ensure they have access to a telephone at all times in order to call for help if they need it, or for management to check their safety if they are concerned.
- Report any concerns for working alone to the management as soon as is practicably possible.

Management's responsibilities when left in the building alone:

- To ensure staff working alone are competent and confident to carry out any safety procedures e.g. fire evacuation.
- To ensure that the employee has the ability to contact them or a member of the team event if their lone working is outside normal office hours (i.e. access to a phone, contact numbers of someone they can call) Shadwell centre are onsite unless they are away on teaching.
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call.
- To ensure that employees have the ability to access a telephone whilst lone working.
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Where necessary, risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

This policy was adopted on:

April 2023

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Signed on behalf of the nursery:

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Date for review:

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