

## Lone working Policy



This policy is to ultimately protect staff and children attending the nursery. We understand that there may be times during the day that staff may be left alone with the children. To ensure that staff and children are not left in vulnerable situations the following guidelines should be followed:

- Good communication should ensure that all staff is aware of each other's intentions and whereabouts. Staff should inform their colleagues if they intend to leave the room, even for a short period. This gives them the opportunity to seek cover if necessary.
- Staff should ensure doors are open when nappy changing and toileting whilst maintaining children's privacy.
- At least two people must be on the premises, and at least one senior member of staff (including a Designated Safeguarding Lead) must be present at all times.
- Staff should ensure that they are appropriately placed around the nursery to maintain the safety of the children; this may mean staff and child merging when necessary.
- Staff should be aware that the safety and wellbeing of the children is paramount. Staff should use their initiative when attending to minor occurrences.

CCTV is in operation at the setting to protect staff, children, parents and visitors. All those visiting the setting are made aware of the CCTV in operation.

Date:

Signed on behalf of the nursery by:

The date for review: