

Written October 2023 - JH, checked KC

## Lone Worker Policy

### **Purpose**

This policy is designed to ensure the safety and well-being of staff members who may be required to work alone during home visits, in compliance with the Early Years Quality Standards Framework (EYQSF). It recognizes that while it is not permitted by law for staff to work solo within the nursery premises, situations may arise during home visits where staff members are working independently.

Humming Bees Day Nursery is committed to ensuring the safety of all staff members during lone working situations. While two qualified practitioners must be on duty at all times within the nursery, lone working may occur during home visits. This policy outlines the measures to mitigate risks associated with lone working.

### **Situations Requiring Lone Working**

Staff may need to conduct home visits to support child transitions, parent consultations, or welfare checks.

### **Risk Assessment**

1. Pre-Visit Assessment: Conduct a risk assessment prior to home visits, considering factors such as the location, time of day, and known risks.
2. Emergency Contacts: Ensure that lone workers have access to emergency contact numbers and that their whereabouts are known to a designated colleague at the nursery.

### **Safety Procedures**

1. Communication Plan: Humming Bees operates a check-in and check-out system where the lone worker informs a designated colleague of their departure, expected return time, and confirms their safe return.
2. Emergency Response: Only staff who have received a minimum of Level 2 Safeguarding training, but preferably Level 3 Safeguarding training, are permitted to partake in lone working. Staff should be aware of how to respond to health emergencies, aggressive behavior, or other risks.
3. Transportation: Humming Bees will ensure safe and reliable transportation to and from home visits.

### **Reporting Incidents**

Any incidents or near misses during lone working must be immediately reported to nursery management and recorded in accordance with our incident reporting procedures.

### **Review and Monitoring**

This policy will be reviewed annually or following any significant incidents to ensure its effectiveness and compliance with current legislation.

**Acknowledgement**

All staff members are required to read, understand, and adhere to this policy. By conducting home visits, staff members acknowledge their understanding and agreement to comply with this policy.