

Working Alone with Children Policy

Policy Owner: Director of Communities/SLT	Policy Developer: Head of Family & Children’s Services/AA
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The current version of any policy, procedure or guideline is the version held in the Knowledge Library on Workplace. It is the responsibility of all staff to ensure that they are following the current version.

Working Alone with Children Policy

EYFS: 3.1-3.8, 3.20 – 3.44

As an association we aim to ensure that no member of the team is left working alone in either a room alone with children or within the building at any time. However, there may be occasions when this isn't always possible due to:

- Toilet breaks
- 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 that may have had an accident
- The duties some team members have, 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 our staff: child ratios are maintained.

On the rare occasions, that lone working within a room does take place we ensure that a specific risk assessment is completed prior to lone working taking place, this includes:

- 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. holds a level 3 qualification, paediatric first aid, safeguarding and child protection training and basic food hygiene
- That staff members working alone are competent in their role
- That the staff member can call on others in an emergency, including procedures if there was a fire evacuation
- There are procedures in place to check in on the staff member and cover for breaks
- The member of staff and children are always safeguarded (relating to safeguarding/child protection policies)
- Ratios are always maintained.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks when working alone in our settings.

Considerations when deciding on working alone include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.

Employees/managers' responsibilities when left in a room alone include ensuring:

- To complete a risk assessment for staff working alone
- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are always safeguarded

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 always have access to a telephone to call for help if they need it, or for management to check their safety if they are concerned
- Ensure that the building remains locked so no one can walk in unidentified
- 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 can contact them or a member of the team even if they are working alone with children is outside normal office hours (i.e., access to a phone and contact numbers of someone they can call)
- To check that the employee has someone they can contact in the event of an emergency, and the numbers to call
- To ensure that staff members can access a telephone whilst working alone
- If reporting in arrangements have been made and the employee does not call in, to follow it up.

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

This policy was adopted by	YMCA Thames Gateway Group
On	<u>10/02/2023</u>
Signed on behalf of the provider	_____
Name of signatory	<u>Amanda Allen</u>
Role of signatory (e.g. chair, director or owner)	<u>Head of Family and Children's Services</u>

Policy review date	10/02/2024 – on or before
Name of reviewer	_____
Signature of reviewer	_____
Role of reviewer	_____

