



Ratio and Lone Working Policy

Date: August 2024

Review: August 2025

Policy Intention

Finch Nest Preschool are committed to children's welfare and safety including maintaining OFSTED ratios and safeguarding children.

- Employees are safeguarded by lone working risk assessments and policies
- Employees are trained in safe lone working practices and are monitored by managers
- Lone building working is defined as one practitioner with children on their own in the building. Lone building working is not permitted under any circumstance due to safeguarding requirements.
- Lone room working is defined as one practitioner with a group of children in ratio within a play room with other staff members in the building to support if needed. Practitioners may work in the rooms on their own with children within ratio for short periods of time provided they hold the following;
 - Full DBS check
 - A valid Paediatric first aid qualification (12-hour course)
 - A valid level 2 or above safeguarding qualification
 - Are 18 years of age or over
 - Practitioners are always within close proximity to other staff in order to be able to call for assistance at any time
- Children under two are in the baby room during the day, but may join the older children during breakfast club and after school club, but always within the correct ratio
- Children over two years old are allowed to be in the upstairs room under close supervision of a practitioner within the correct ratio
- Rooms are fully equipped with a first aid kit when practitioners need to lone room work
- Practitioners are not able to lone room work in the following incidences:
 - The practitioner has a medical condition that may inhibit their ability to lone work
 - The parent has expressed in the child's registration form that they do not wish for their child to be left in sole care of one key worker
- If children are sleeping, a practitioner is to sit with them whilst they get to sleep and then to carry out 10 minute sleep checks

Lone Working Risk Assessment

Date of assessment: August 2024	Review date: August 2025	
Area being assessed:	Lone working	Assessor's name(s): Amy Davies and Daniel Finch

No.	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	Accidents, slips, trips and falls	Lone worker Risk: Injury to adult Children Risk: Children left unsupervised if carer is injured.	<ul style="list-style-type: none"> ✦ Radio carried on the person at all times. ✦ Toys and other items are cleared away where possible through the day and spillages cleaned up promptly 	LOW	<input type="checkbox"/> Not considered necessary	

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2.	Safeguarding	Lone worker Risk: Left with children unsupervised potential for allegations of abuse Children Risk: Potential risk of harm/abuse Staff risk of mental illness from false accusation.	<ul style="list-style-type: none"> ✦ DBS processed for all staff members ✦ All staff members lone working with children will have Level 3 or above in Early Years and Level 2 or above in Safeguarding Awareness ✦ CCTV in place to monitor key workers and children in rooms ✦ Key workers only left with children to room lone work for short periods of time ✦ Manager will be called by radio should it be needed ✦ Radio carried on the person at all times 	LOW	<input type="checkbox"/> Regular refresher training to be implemented into staff meeting regarding safeguarding	

3.	Accident	Children Risk: Children being left unsupervised when key worker is providing first aid	<ul style="list-style-type: none"> ✦ First aid kits in the rooms and first aid bum bags for outdoor play ✦ All key workers are Paediatric First Aid trained ✦ Radio carried on the person at all times 	LOW	<input type="checkbox"/> Not considered necessary	
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4.	Sleep times	Children Risk: Sleeping children monitored by one staff member	<ul style="list-style-type: none"> ✦ Key workers stay with children whilst getting to sleep. Once children are sleeping, key workers will be close by or in the room and complete sleep checks every 10 minutes ✦ Radio carried on the person at all times 	LOW	<input type="checkbox"/> Sleep Policy implemented	
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No.	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
5.	Parent Handover	Children Risk: Children left unsupervised when key worker is talking to parent	<ul style="list-style-type: none"> ✦ Parent asked to wait for handover until another key worker is present to supervise the children ✦ Radio carried on the person at all times to call for support from another practitioner 	MED	<input type="checkbox"/> Not considered necessary	
6.	Toileting/changing	Lone worker Risk: Left with children unsupervised potential for allegations of abuse Children Risk: Potential risk of harm/abuse	<ul style="list-style-type: none"> ✦ When lone working if key worker needs to change a nappy or toilet children on potties you will need to call for another key person to be present whilst changing ✦ Radio carried on the person at all times ✦ When toileting children in the toilet area key workers will leave the main toilet door open and never shut and lock the door with children alone 	LOW	<input type="checkbox"/> Not considered necessary	