



Super Stars Preschool

Lone Working Policy and Risk Assessment

Policy Statement

- Super Stars Preschool is dedicated to ensuring children's welfare and safety, maintaining OFSTED ratios, and safeguarding all children.
- Employee safety is addressed through lone working risk assessments and policies.
- Employees receive training in safe lone working practices and are overseen by managers.
- Lone building working refers to one practitioner with children alone in the building.
- This practice is not permitted under any circumstance due to safeguarding requirements.
- Lone room working means one practitioner is responsible for a group of children within the required ratio, while other staff members are present elsewhere in the building to provide support if needed.
- Practitioners may work alone with children within ratio for short periods of time.

Examples in preschool settings include:

- One-on-one support with a child.
- Working with a small group of children in a separate area.
- Supervising break times, such as wet play.
- Covering a class independently (for example, when another staff member is attending to emergencies or changing nappies).

Practitioners must meet the following criteria:

- Hold a full DBS check.
- Possess a valid Paediatric first aid qualification (12-hour course).
- Have a level 2 or above safeguarding qualification.
- Be 18 years of age or older.

Managers and practitioners remain in contact and close proximity to ensure assistance can be requested at any time. Doors between preschool rooms remain open to allow free flow to play and ensure a staff member is always present with the group of children. Staff-to-child ratios are maintained if the number of children exceeds four.

Safety Measures

Lone working policies include provisions such as:

- Ensuring communication methods are available.
- Clearly outlining processes for seeking help or support.
- Providing training on lone working procedures and safety protocols.
- Implementing systems for reporting incidents or concerns.

Rooms are equipped with first aid kits, and children's belongings remain accessible during lone room work.

Practitioners cannot undertake lone room work in certain circumstances, including:

- If the practitioner has a medical condition affecting their ability to work alone.
- If a parent has indicated on the registration form that they do not want their child in sole care of one key worker.
- During sleep checks, a practitioner is allocated to supervise sleeping children; children are never left unattended.

In essence

While lone working in a preschool should be carefully managed and generally avoided, when possible, there are situations where it might be necessary and acceptable, provided that stringent safety measures and procedures are in place to safeguard both children and staff. Open communication, thorough risk assessments, appropriate training, and effective supervision are key elements in ensuring a safe environment in these circumstances.

For questions regarding lone working or related policies, contact the Manager.

Date of Policy: September 2025

Reviewed: 06/08/26

Signed By: Manager Sandra Burgess and Deputy Manager Amy Corderoy

Client's Name	Date of assessment	Review date	Area being assessed	Assessor's name(s)
Super Stars Preschool	06/08/26	06/08/26	Lone working	Sandra Burgess- Manager Amy Corderoy-Deputy Manager

Hazard	Persons at Risk	Risk	Controls	Risk Level	Further Action Needed
Accidents, Slips, trips and falls	Lone worker, Children	Injury to adult, Children left unsupervised if carer is injured	Toys and other items are cleared away where possible through the day and spillages cleaned up promptly	LOW	Not considered necessary

Section	Risk	Details	Control Measures
Safeguarding Lone worker	Left with children unsupervised, potential for allegations of abuse	Children, Staff risk of mental illness from false accusation	DBS processed for all staff, Level 3 or above in Early Years and Level 2 or above in Safeguarding Awareness for lone working staff, Key workers only lone work for short periods (e.g. 30 minutes for lunch), Managers/key workers out of ratio to be called, Regular refresher training in staff meetings
Children	Potential risk of harm/abuse	Staff risk of mental illness from false accusation	DBS processed for all staff, Safeguarding training, Lone working restrictions.
Accident Children	Children being left unsupervised when key worker is providing first aid	First aid required	First aid kits in rooms, First aid bum bags for outdoor play

Key Workers	Training	Mobile	Risk	Monitoring	Sleep Policy
All key workers	Paediatric First Aid trained	Always carried on the person	Sleeping children	Monitored by one staff member	Implemented and training on Safer Sleep Practices
Key workers		Always carried on the person		Once children are sleeping, key workers close by or in the room to complete paperwork whilst one person stays with the children to complete sleep checks and monitor children	

Situation	Risk	Mitigation	Additional Actions	Risk Level	Notes
Parent Handover Children	Children left unsupervised when key worker is talking to parent	Parent asked to wait for handover until another key worker is present to supervise the children	Practitioner to call for support from another practitioner	MED	Not considered necessary
Toileting/changing Lone worker	Left with children unsupervised potential for allegations of abuse	Call for another key person to be present whilst changing	Practitioner to leave main toilet area open and never with children alone	LOW	Not considered necessary
Children	Potential risk of harm/abuse	Call for another key person to be present whilst changing	leave main toilet area open and never shut with children alone	LOW	Not considered necessary