



Kiddie Kapers Nursery & Little Rays Day Nursery



Lone worker and Home Visiting Policy

Kiddie Kapers and Little Rays is committed to keeping children, families, volunteers and staff safe in all aspects of their work. Our Service have a responsibility to provide safe systems of work and individuals have a responsibility to follow safe working practices within the community.

There is no legislation which states categorically a person should not work alone. However, Kiddie Kapers and Little Rays is aware there are inherent risks involved with lone working and this policy is intended to minimize those risks although we cannot completely remove them and staff need be vigilant.

Definition of Lone Working

One of the difficulties facing managers and staff is what constitutes lone working. Whilst the image of a lone worker is someone out in the community alone, lone working can also happen in a building full of people.

Kiddie Kapers and Little Rays Trust defines lone working as:

- Any situation where a worker is alone with a child, young person or family in a range of settings including the centre, in the family home, outreach venue or other community setting.
- Any situation where a member of staff is working alone in the centre, at an outreach venue, in another community setting or distributing centre literature to homes.

Responsibility of Managers

The responsibilities of managers fall into six categories:

- identify all situations where lone working occurs
- prevent if possible
- assess the risk where there has to be lone working
- remove or reduce unacceptable risks
- brief or train staff
- monitor the control measures to ensure they work

Risk Assessment

Staff are responsible for carrying out risk assessments for lone working and home visiting. These need to be completed before working alone or visiting a family and must be shared and signed off by staff's immediate line manager.

The risk assessment should be reviewed and updated as appropriate once returning from work or visit and then on a monthly basis (or sooner) if any further risks are identified.

Control measures are actions, systems of work, or physical controls which are designed to remove or minimise either the risk of something happening or, if it cannot be prevented, to minimise the impact should the risk transpire.

The following control measures will be implemented:-

- Initial contacts with families should be carried out in a children's centre, a school, or suitable community premises if possible
- If families are unable or unwilling to attend any of the suggestions above then workers should only visit the home with another worker
- In circumstances where this is not possible then agreement will have to be gained from the line manager and agreed on the risk assessment
- If initial contacts with families are within a children's centre, a school or other community premises workers need to ensure they meet them in a controlled environment and take any necessary precautions
- All staff receive training in lone working and conflict management as core training
- Ensure there are up to date records of staff details including next of kin contact details, car registration number, colour, make and model
- Clear information sharing procedures with other professionals to identify and minimise risks
- As much information as possible should be sought from other professionals about the family prior to visiting, including any risk assessments they may have completed if possible.
- Home visit details must be left with staff based at the children's centre or the project base
- A staff member must ensure they notify a 'buddy' that they have started and finished their working day, this includes evening and weekend work.

Definition of a buddy: A buddy is a point of contact for lone workers to notify when they start and finish their piece of work ensuring their safety. This should be their Line Manager, but if they are unavailable another member of staff should be nominated.

A clear timescale needs to be set up for the buddy system with a start and finish time. A 15 minute window should be allowed before their Line Manager or nominated person takes further action to ensure the lone workers safety if they do not contact within the agreed timescale.

Responsibilities of Employees

- Staff should carry out their work as trained
- Staff are responsible for reporting any concerns around the system and its effectiveness
- It is the duty of every employee not to endanger the health or safety of anyone else, including them. Where an employee believes that a course of action will place themselves or others in imminent risk, they have a right not to follow that course of action.
- To inform Management of any changes to personal details including next of kin contact details, car registration, colour, make and model.