The Meadows
Cheeky Chimps Childcare

Lone working policy:

This policy is in place to protect both children and staff. We aim for staff not to be left alone with children at any time, however, sometimes there may be times where a staff member needs to be left alone. We have an open plan nursery therefore, if a staff member is left alone in their sections of the room, they are always within hearing and sight of another person.

To ensure that we are not leaving anyone in a vulnerable situation, the following should be followed by all staff:

- Staff should communicate when they are leaving the room even if this is for a short period of time. Staff should ask for cover (if possible) if leaving the room for longer than 5 minutes.
- Staff to communicate when they need to take a child/children out of the room.
- Staff should never have the door closed when alone with a child.
- At least two staff members are to be on the premises at all times when children are present. This must include at least one safeguarding lead and someone who is first aid trained.

Visitors are not to be left alone with children at any time. Staff who are pregnant or a staff member who has a risk assessment in place due to an injury or medical conditions; are not to be left alone.

When opening the building, the staff member opening can be left alone as long as there are no children (that are not their own) on the premisses. If the staff member is pregnant or has a risk assessment in place (due to injury or medical condition) they are not to enter the premises alone.

Gemma Farrar 13.9.2026

Review 13.9.2027

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