



# LONE WORKING POLICY

## Statement

Play, Learn, Grow! Cannock operates as a small independent baby sensory class provider and sessions may be delivered by a single session leader. This policy outlines procedures in place to ensure safe lone working practices.

Lone working refers to situations where the session leader is working alone without additional staff present.

## Lone Working Risks

Potential risks may include:

- Medical emergencies
- Safeguarding concerns
- Accidents during setup
- Venue access issues
- Equipment handling injuries
- Conflict with parents/carers

## Control Measures

To reduce risks the following procedures are in place:

- Sessions are parent/carer accompanied
- Parents remain responsible for babies
- Emergency contact phone available at all times
- Venue staff present where possible
- Risk assessments completed
- Equipment kept lightweight where possible
- Safe manual handling practices followed
- Arrival and departure times shared with a nominated contact

## Emergency Procedures

In the event of an emergency:

- Emergency services will be contacted if required
- Parents/carers will assist where appropriate
- Venue staff alerted if available
- Incident recorded following event

## Personal Safety

The session leader will:

- Keep phone accessible
- Avoid unsafe manual handling
- Maintain professional boundaries with customers and venue staff
- Avoid being alone with individual families where possible, e.g., waiting until session start time to let families in
- Keep exits accessible



### **Safeguarding During Lone Working**

If a safeguarding concern arises while lone working:

- Concern will be recorded
- Advice sought following session from an appropriate body/organisation
- Referral made if required
- Confidentiality maintained
- Should this be from a parent/carer, Play, Learn, Grow! Cannock are within their rights to terminate their child's place for sessions

**Date of Policy: April 2026**

**Date of Policy Renewal: April 2027**

**Signed: Rebecca Marfell**

**8<sup>th</sup> April 2026**