



## **Lone Working Policy**

At [Fun Factory](#), the safety and welfare of our staff and the children in our care is paramount. It is best practice for at least two members of staff to be on duty at any one time, but situations may arise where this is not possible. When

it is necessary for only one member of staff to be on duty, we will follow the procedures set out in this policy.

### **Preparation and planning**

The Headteacher has approved all instances of lone working which occur at the morning and after-school club.

A full risk assessment for lone working must be carried out before lone working is approved (see separate document).

Our insurers have confirmed that our club is covered in situations when only one member of staff is on duty.

There will always be an 'on call' person whom the member of staff can summon in an emergency. The 'on call' person must be able to be on site within 30 minutes.

### **Suitable staff**

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant qualifications, training and skills. For example:

- current 12 hour paediatric first aid certificate
- child protection training
- competent use of English
- the necessary skills and experience to supervise the children alone
- does not have any medical condition that might affect their suitability to work alone.
- is familiar with the emergency evacuation procedure – and how this can be adapted to lone working situations.

## **Working practices**

When a member of staff is working alone, they must still keep all children “within sight or hearing at all times” as required by EYFS 2021. This includes whilst children are eating. Therefore, all essential resources must be readily to hand and not kept in a separate part of the building.

For example:

- child records
- emergency contact details
- first aid kit
- club mobile phone
- any forms that may be required during a session, eg accident book
- spills box / cleaning products / sick bowl.

If intimate care is given, a record will be made using the school’s standard form and parents will be asked to sign this on collection of their child.

If any child requires the administration of medicine during the club session, lone working will not be permitted. Any administration of medicine must be witnessed by a second member of staff and the medication log signed accordingly.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child protection [3.5-3.6], Suitable people [3.19], Staff qualifications, training, support and skills [3.25–3.26], Staff:child ratios [3.28-3.29, 3.40], Food and drink [3.48], Accident or injury [3.50], Premises [3.55], Risk assessment [3.64]*

*Approved by: R Gibson*

*Adopted: 02/09/2024*

*Review: by 01/09/2025*

