



THE WHITE ROSE FEDERATION

LONE WORKING POLICY – OUT OF SCHOOL CLUB

Document Status	
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Date of adoption by the Governing Body	Date of next review
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Spring 2022	Spring 2024
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Responsible officer		
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J. Marwood		
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Signed:			
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Headteacher	S. MacDonald	Chair of Governors	A. Burr & A. Edwards
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Links to Other Policies	
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Breakfast & Out of School Club

Lone Working Policy

Within the White Rose Federation, the safety and welfare of our staff and the children in our care is paramount. Whilst it is best practice for at least two members of staff to be on duty at any one time, low numbers may dictate that it is not financially viable to operate the club with two members of staff. 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 breakfast 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 10 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
- food handling and hygiene certificate
- 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 2017. 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 and incident logs, logging a concern form, collection by unknown person, visitor log, etc

- spills box / cleaning products / sick bowl

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

Related policies

See also: **Safeguarding policy, Emergency evacuation policy, Intimate care policy, Illness and accidents policy, Risk assessment policy.**

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]*