



**THE WHITE ROSE FEDERATION**

**LONE WORKING RISK ASSESSMENT – OUT OF SCHOOL CLUB**

Document Status			
<b>Date of adoption by the Governing Body</b>		<b>Date of next review</b>	
Spring 2022		Spring 2024	
<b>Responsible officer</b>			
J. Marwood			
<b>Signed:</b>			
<b>Headteacher</b>	<b>S. MacDonald</b>	<b>Chair of Governors</b>	<b>A. Burr &amp; A. Edwards</b>

Links to Other Policies	

## Breakfast Club & Out of School Club Lone Working Risk Assessment

Risk assessment conducted by Julie Marwood	Date of risk assessment – Updated January 2022
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Risk situations	What is the hazard?	What risk does this hazard pose and to whom?	Risk level (H/M/L)	What precautions are in place to reduce the risk?	Risk level achieved (H/M/L)	Any further action required
Intimate care required	Possibility of allegations of abuse	Staff	L	Staff follow Intimate Care Policy, a copy of which has been shared with all staff and is on Teams and CPOMS.	L	
	Other children left unsupervised	Children	L			
Behaviour situation	Other children left unsupervised	Children	L	Children to be aware of same rules at OOS Club as in school. OOS Club to apply Behaviour Policy consistently.	L	Admin team to book OOS Club on next round of Positive Handling training.
Child needs medical attention	Other children left unsupervised	Children	L	Staff either take portable first aid kit outside to play with them or return everyone to the classroom to deal with a medical incident	L	
Staff member needs medical attention	Children not having full supervision	Children	M	Staff have access to all emergency contact numbers on ScholarPack. Cleaner on site after school and HoS/Exec HT would arrange immediate cover.	M	
Emergency evacuation required	Risk from fire, health & safety emergencies	Staff and children	L	Staff follow Emergency Evacuation Policy to the community hall.	M	
Child goes missing	Child's whereabouts not known	Risk of danger to child		Staff count children when exiting and entering the playground if playing outside. Children are within seeing or hearing distance of supervisor at all times. 'Child Goes	M	

	Other children left unsupervised			Missing' Policy in place – ring 101 if child leaves site without permission. Parents sign their child out on collection.		
Collection by unknown person	Child goes home with an unknown person	Risk of danger to child	L	Staff know to only let through the gate parents they recognise. Parents are advised that they should contact school if neither mum nor dad are collecting. Staff to contact parents and check if cannot authenticate the person collecting.		

\*High / Medium / Low