

Lone Working Policy

At Quackers Out of School Clubs, 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 Manager must approve all instances of lone working in advance and such instances will be recorded on the staff rota.

A full risk assessment for lone working must be carried out before lone working is approved.

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

In addition, an 'on call' person whom the member of staff can summon in an emergency will be nominated for each session. The 'on call' person must be able to be on site within 15 minutes.

Suitable staff

As this club is Ofsted Registered, we have reviewed the criteria for a lone worker suitability. Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all the relevant training and skills. For example:

- awareness of safeguarding
- food handling and hygiene 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 keep all children "within sight or hearing at all times" as required by EYFS 2014. 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

Staff WILL NOT accompany children into toilets. They are instructed to wait outside with the other children.