Out of School Club

**Lone Working Policy**

At Out of School Club, 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.

Parents will be notified and sign to consent if only one member of staff will be on duty for Breakfast club, part or all of the session.

A ratio of 1:8 will be used.

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.

There will always be another person from Curbar Primary School who can be summoned in case of emergencies

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 5 minutes.

Both parties will sign to agree this and the on call people will provide contact number.

# 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
* 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 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 and incident logs, logging a concern form, collection by unknown person, visitor log, etc
* cleaning products / sick bowl

# Related policies

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

My Name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ i will be on call for incase of emergencies when only one member of staff is working at 623 out of school club breakfast club session. My telephone number is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| This policy was adopted by: Emma Collins | Date:7/1/23 |
| To be reviewed: 7/1/24 | Signed: |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Child protection [3.4-3.6], Suitable people [3.9], Staff qualifications, training, support and skills [3.20 – 3.26], Staff:child ratios [3.28-3.31, 3.41], Risk assessment [3.65]*