

Lone Working Policy

Minimum staff numbers and lone working in Out of School clubs

Since September 2014, changes to the requirements of the Early Years Register and the Childcare Register have meant it is no longer a legal requirement to have two members of staff on the premises at all times.

However, all the safeguarding and welfare requirements of both registers must be met regardless of the number of staff on duty.

Whilst we would not recommend anyone to work alone in a childcare setting it is acknowledged that there may be short periods of time when lone working is acceptable. For example, on an extremely quiet breakfast club session, at the beginning of an after school club session when staff are collecting children from different clubs and numbers are low and/or at the very end of the day when there may only be one or two children left at the club. All out of school settings are different and should make a decision about lone working after taking into account the following:

- How will a lone worker manage an emergency situation?
- Are there other people working on the premises who could be summoned in an emergency? For example, head teacher, caretaker.
- How will one person maintain supervision (within sight or hearing) of all children particularly when using toilets or during intimate care situations?
- How will individual members of staff be protected from allegations of abuse or neglect when alone with children?
- Will lone workers cope with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children?
- Each member of staff required to work alone must have the training and/or skills for the role; first aid certificate, child protection training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.
- Public liability insurance cover for lone working.

If deciding to allow a single member of staff to be on duty, it is important to have documentation to support and protect staff and children in the setting. This should include the following:

- A risk assessment for lone working.
- A lone working policy to ensure staff are able to work alone whilst maintaining the safety and welfare of children and themselves. This should link to your safeguarding and recruitment policies.
- Written agreements from staff, managers and parents for periods of lone working.

The Out Of School Alliance has further guidance and templates for lone working risk assessment, policy and checklist available to members on their website: www.outofschoolalliance.co.uk

The Health and Safety Executive also has information on their website:

<https://www.hse.gov.uk/lone-working/>

Statement

It is recognised that there could be occasions when lone working is unavoidable at The Den and therefore this policy and guidelines are written to reflect this eventuality.

Aim

To ensure persons who carry out lone working shall not face any additional degree of risk when doing so.

The Health and Safety of employees who work alone shall be assured as far as is reasonably practicable as shall others who may be affected by the action of lone workers themselves.

Objectives

This document applies to all staff working alone at The Den whereby the task or role undertaken shall:

- Be safe and without risk to health
- Have proper facilities and arrangements for welfare and first aid
- Follow safe systems of work to preserve the health and safety of employees and others who may

be affected by their activities.

Roles and Responsibilities

- The Den are responsible for the health and safety of employees and to this end require that employees take regard of:
- The appropriate health and safety measures in place as outlined in The Den's Health and Safety policy.
- Reasonable care is taken of their own health and safety and that of others who may be affected by what they do or do not do – there are no exceptions to this, every employee has this duty.
- And co-operate and comply with management instructions regarding statutory health and safety duties.
- It is the responsibility of all staff to raise any concerns they have with the full Governing Body through the manager.

Guidelines

- A Lone Worker risk assessment must be completed & regularly reviewed.
- All outer doors should be locked. Workers should only open the door when they can see the parent/carer that has arrived
- Follow pick up protocol – secret code word to be sought. If not received call contact numbers on emergency contact form.
- The person working must keep The Den work mobile with them at all times in case of emergency.
- The Daily File – should be to hand at all times as this contains the emergency contact numbers
- Workers should not arrange to see families in the centre if there are no other staff on the premises unless in an emergency
- Workers should not take any unnecessary risks e.g. climbing, maintenance etc.
- Doors must be locked when you vacate the building
- The worker will be advised of a nominated person from the senior management team who will be the first point of contact for any issues.
- In an emergency follow usual evacuation procedures and contact emergency services as well as a Line Manager.
- Where intimate care is required follow intimate care policy. Record incident appropriately. Discuss with manager and parents at that collection.
- In compliance with new EYFS '25 whilst eating, children must be in hearing and eyesight of the PFA trained member of staff

This policy was adopted by: The Den	
Date: 01.09.20	Signed: <i>AGriffin</i>
Date: 17.06.25	Signed: <i>AGriffin</i>