

Hubbub Out of School Club

Lone Working Policy

At Hubbub 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.

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

Parents and office staff on site will be notified if only one member of staff will be on duty for a session or part of a session.

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 in the office on site who can be summoned in case of emergencies via walkie talkies or the in-room phone.

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 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 keep all children "within sight or hearing at all times" or within sight and hearing at all times when eating" as required by EYFS 2024. 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 an **Incident log** and parents will be asked to sign this on collection of their child.

School Collections

When a staff member is working alone when collecting children from off-site schools, they must ensure they have the following resources readily to hand:

- register of children being collected
- child emergency contact details
- first aid kit/accident forms
- mobile phone (if using a personal mobile, staff have agreed to senior staff performing spot checks on personal mobiles to ensure child safety)
- sick bowls

If an emergency were to occur whilst on collections the onsite staff must be contacted as soon as possible to ensure all the necessary children's paperwork is on hand and if possible or necessary to arrange help to come to the scene of the affected staff member's party.

Related policies

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

This policy was adopted by: Hubbub Out of School Club	Date: <i>January 2024</i>
To be reviewed: <i>Jan 25</i>	Signed: Liz Hawkins

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.24 – 3.27], First Aid [3.30], Staff: child ratios [3.36-3.37, 3.51], Risk assessment [3.77]