**Lone Working Policy**

At Prime Time Kids 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 or Chair of Trustees must approve all instances of lone working in advance and such instances will be recorded on the staff register.

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

Our insurers have confirmed their ratios of staff to children are set by our registering body (Ofsted) to be covered by insurance.

There will always be another person on site who can be summoned in case of emergencies. This will be our onsite schools staff (teaching assistants, lunch time supervisors and office staff who are also employed directly by us alongside school for supply cover).

In addition, an ‘on call’ person whom the staff member can summon in an emergency will be nominated for each session. The ‘on call’ person must be able to be on site with 5 minutes and will be notified they are ‘on call’.

**Suitable Staff**

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have all relevant qualifications, training and skills. For example:

* A currant 12 hour paediatric first aid certificate
* Child protection training at level 3 or if level 2 know who to contact for advice and guidance in an emergency child protection situation
* Food handling and hygiene certificate
* Competent use of English
* The necessary skills and experience to supervise the children alone such as a suitable qualification
* Does not have any medical condition that might affect their suitability to work alone
* Is familiar with the emergency evacuation procedure and can adapt it to lone working

**Working Practices**

When a member of staff is lone working, they must keep all children “within sight or hearing at all times” as required by EYFS 2023. 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, e.g. accident and incident logs etc.
* Any emergency equipment such as a sick bowl, mob and buckets for spills.

Intimate care should be avoided whilst lone working but if this is unavoidable a record should be logged on an incident form. Intimate care should only be carried out where a child cannot do it for themselves and it is in the best interests of the child to do so.

Lone working will not take place if there is a known reason why intimate care may be needed; there are children of pre- reception age present or a high number of children that make such working practices unsafe for the majority. All lone working should be carried out for the shortest time possible and ideally never more than 1 hour unless circumstances make it difficult to do so.

**Signed by:**

**Chair/Vice Chair of Trustees: V LIMBRICK**

**Date: 26/1/24**

**Manager: H PUGH**

**Date: 26/1/24**