

Lone Working Policy

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; at FACE we have recognised there are occasions it is appropriate to have only one member of staff. This will not impact the level or standards of care in any way - below we will set out exactly when the lone policy can be activated, by who and how it will work in practice.

WHEN

The lone working policy will be activated in the following situations:

- Low booking numbers - 8 children and under (maximum 3 hour session)
- Sports after school clubs
- The beginning of after school club (whilst children are being collected)
- In the event a parent/carer is late for collection - only to be used if/when the parent/carer has been contacted and confirmed that they, or someone suitable is on the way and provided an ETA.

WHO

Senior members of staff are able to activate the policy and only appropriate staff will be used for lone working, this is predetermined and recorded on the Single Central Record and each staff member will sign to confirm they have read and understood this policy and are happy/comfortable with lone working and do NOT have any medical condition that affects their suitability to work alone.

All lone working staff must have the following:

- 12 Hour Paediatric First Aid (Or 6 hour for Sports Clubs)
- Safeguard training
- Food Hygiene Level 2 (Bfast/ASC)

Although this policy allows one staff member to run the FACE session, there will always be a designated emergency person that is contactable and able to assist if required. For breakfast and after school clubs, a list of these is on the 'Lone Worker' form and/or risk assessment. For sports after school clubs, there is always someone on site that is contactable, and we would activate the red card system, where a suitable child will take the card to a school staff member (usually the school office) to provide assistance.

HOW it works in practice

- When the 'Lone Worker Policy' is activated, the parents/carers will be informed AND the designated emergency person on site.
- During the session, all children will be required to stay in sight of the staff member at all times, with the exception of using the toilet.
- If intimate care is needed, for example help changing after an accident, this will be done within an area that the staff member can help but also see the other children - an incident form will be filled out in this instance and parents/carers informed upon pick up.
- Where possible, doors to the room where the session is based will remain open, this is to help safeguard the children and staff member.
- ALL resources the staff member may require should be readily accessible without leaving the area (this includes first aid kit, snack, cleaning resources, phone/contacts for emergencies/register/medical, blank forms folder, paper register)
- If it is a one off or emergency situation, at the start or moment the lone worker policy is implemented, the staff member is required to complete the 'Lone Worker Form' which will include all relevant and helpful information for the session and be documented/filed with the register for the day. (Not required for sports clubs)
- If it is a continuous session, for example a breakfast club limited to 8 children, a risk assessment would be completed to cover the duration, and will include all information needed.
- During lone worker sessions, all children will accompany the staff member to all arrivals and collections.
- The lone worker will use their initiative when selecting activities for the children during the session, ensuring during the activity and any preparation/clear up that the childrens safety and welfare can be maintained.
- In the instance there is a safeguarding incident, the lone worker will document as much as they can at the time, continue to follow the correct procedures and report at the earliest convenience. If there is a situation that a sensitive conversation is needed with a parent, the lone worker can write this down for the parent to read and offer the opportunity for a follow up phone call after the rest of the children have been collected.
- Where possible the lone staff member must ensure they complete any personal tasks before the session or leave until the end, such as making a drink, using the toilet etc. In the instance this is not possible, the lone staff member must contact the emergency person to assist.