

Twilight Hours After School Club

Lone Working Policy

At Twilight Hours, 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. This could be due to staff illness, low attendance numbers or a staff member being called away to deal with a family emergency. 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

Katherine or Debbie must approve all instances of Lone Working in advance where possible whether this is a one-off or a regular occurrence.

Ideally, we will advise parents in advance that this is happening.

A full Risk Assessment for Lone Working has been carried out and is shared with the relevant staff member. This is available to view on request.

Suitable Staff

Staff members who are suitable for **planned** Lone Working will be approved in advanced and should have the following: -

- Current paediatric Emergency Aid certificate
- Child Protection Training
- Food Hygiene Level 2
- The necessary skills and experience to supervise the children alone (ideally holding a Level 3 or above Childcare qualification)

The staff member must not have any medical condition that might affect their suitability to work in these circumstances.

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 2017. Therefore, all essential resources must be readily available. The Grab Bag should already contain the following:-

- Child contact forms with Medical and Emergency Contact details
- First Aid Kit
- Medication (where prescribed)
- Accident and Incident Forms
- Safeguarding Report Forms

The toys and resources for the evening should either be in place already or the children should accompany the staff member to collect them.

The staff member should have a mobile phone, ideally the phone for that setting.

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To be reviewed:	Signed:	
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Impact on other Policies

The following policies are impacted by the staff member working alone. Here we show how they need to be adjusted to maintain a safe environment: -

- Administering Medication - We must seek out another suitable adult to witness any medication being given and they should initial our form. Where possible, the administering of Medicine should be avoided when lone working.
- Arrivals and Departures - alternative ways of collecting the children from school may be necessary and the schools may be able to help with this.
- Behaviour Management - It may not be possible to remove a child from the room for a chance to calm down and chat about their behaviour.
- Critical Incident (including Lockdown and Missing Child) - The staff member would need to keep all the children with them at all times when looking for a lost child, they should seek support from school staff. The group must stay together if there is a need to Lockdown and move as one to the Safe Place.
- Emergency Evacuation Plan - The group should stay together and move out of the building together wherever possible.
- Illness and Accident - we would not be able to provide a staff member to accompany a child to hospital.
- Intimate Care - if a child is guaranteed to need this for medical issues then we will avoid planned Lone Working. If it is unexpected issues or Lone Working, then the staff member should try to get a member of school staff to remain with the children.
- Uncollected Children - The staff member will contact Debbie or Katherine if a parent/carer rings to advise they are going to be late. If a 5.30pm child is not collected by 5.45pm, then the staff member should ring Debbie and Katherine for advice. If a 6pm child is not collected by 6pm, then the staff member should ring Debbie and Katherine for advice.

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