

# Lone Working Policy

At **Kidz Enterprise** 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 due to staff working with individual groups away from others. When it is necessary for only one member of staff to be working with a group, we will follow the procedures set out in this policy.

## Preparation and planning

The Duty Manager must approve all instances of lone working with groups in advance and such instances will be recorded within the daily diary.

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

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

There will always be another person on site who can be summoned in case of emergencies within school staff.

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 30 minutes.

## Suitable staff

Staff members who are suitable for lone working with groups will be approved in advance. Staff members approved for lone working with groups 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 still 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 or walkie talkie
- 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 and must have access to:

Times when children's area for eating must be planned and managed in such a way as to maintain appropriate 'sight and hearing' supervision when only one member of staff is present. This may mean that additional measures are put in place for arrival and dropping off, toileting or other incidences which may mean an adult would leave the room

If intimate care is given, a record will be made using the **Record Incident** within the register and parents will be asked to sign this on collection of their child.

#### **Related policies**

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

This policy was adopted by: Kidz Enterprise LTD	Date: 1 <sup>st</sup> September 2025
To be reviewed: September 2026	Signed: D. Beesley

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Safeguarding policies and procedures [3.4 - 3.6], Suitable people [3.13-3.19], Qualifications, training, support and skills [3.29 - 3.33], First Aid [3.36-3.39], Staff:child ratios [3.42-3.43, 3.57], Risk assessment [3.91]

