

# 11 Lone Working Policy for the purpose of collection from School

## Policy statement

At WUFA CIO, 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.

As a parent or Guardian that has a child that attends our After School Club we ask you read and sign this Policy and return it to our office:

The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 requires us to provide a safe environment, safe equipment and safe working systems of work for all our employees and those working on our premises.

We define a Lone Worker as in any situation where a worker has no visual or audible contact with a second person that can provide assistance in case of accident, illness or other emergency.

We acknowledge that there may be an increased risk to health and safety of our employees, members and others working alone.

In the case of this Policy we are highlighting that your child/ren will be left in the WUFA Pre-School with a lone worker (employee of WUFA) whilst the other team members go to Woodstock Primary School to collect the After School Children at the end of the day. We expect this to take no longer than 10 – 15 minutes and will always be contactable on the WUFA mbl phone.

## Procedures

The Manager must approve all instances of lone working (where possible) in advance and such instances will be recorded on the staff rota.

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

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

Our insurers have confirmed that our setting is covered in situations when only one member of staff is on duty.

There will always be another person on site who can be summoned in case of emergencies (As above, on the School grounds with a MBL phone for a short period of time 07538 255988)

In addition, an 'on call' person whom the member of staff can also summon in an emergency will be Woodstock Primary School office on 01993 812209

## 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 [eg holds a relevant childcare or playwork qualification]
- 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” as required by EYFS 2017. 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.

### Related policies

See also: Safeguarding policy, Emergency evacuation policy, Intimate care policy, Illness and accidents policy, Risk assessment policy. (These can be found on our website: [www.wufa.co.uk](http://www.wufa.co.uk))

This policy was adopted by	WUFA CIO	<i>(name of provider)</i>
On	<u>12/07/2021</u>	<i>(date)</i>
Date to be reviewed	<u>12/07/2022</u>	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Name of Child: \_\_\_\_\_

Signature of parent/Guardian: \_\_\_\_\_

Date of Signature: \_\_\_\_\_