

Camp Glide Club Lone Working Policy

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 must approve all instances of lone working in advance and such instances will be recorded on the staff rota. A full risk assessment for lone working must be carried out before lone working is approved. There will always be other members of staff on site including the Manager/Deputy Manager of the setting who can be summoned in an emergency. In addition, an 'on call' person whom the member of staff can summon in an emergency will be nominated for each session (setting manager – use setting phone number).

Suitable staff person

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have a full understanding of the settings policies and procedures, including fire and evacuation. Staff members must not have any medical condition that might affect their suitability to work alone.

Summoning help and support

Staff members will have access to a working radio that they can use to communicate to the setting manager. Radio's should be used for normal and in the first instance for communication to other staff on site.

Mobile phones should be away if not lone working. If lone working staff members may carry their mobile phone on their person. It should only be used in an emergency to contact the setting manager or emergency services.

Lastly, if no contact can be made the staff member should take the entire group with them to seek help or support. They should not leave the site unless the site is unsafe.

Staff should make children aware about where other staff can be found on site.

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 to hand and not kept in a separate part of the building. For example:

- first aid kit
- any forms that may be required during a session, e.g. accident and incident logs, logging a concern form 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.