



Lone Working Policy

At [Fun Factory](#), 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 Headteacher has approved all instances of lone working which occur at the morning and after-school club.

A full risk assessment for lone working must be carried out before lone working is approved (see separate document).

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

There will always be an 'on call' person whom the member of staff can summon in an emergency. The 'on call' person must be able to be on site within 30 minutes.

Where possible, regular check-ins should be made with another staff member or manager during the lone working period.

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 (in line with Keeping Children Safe in Education 2025)
- 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” as required by EYFS 2023. This includes whilst children are eating. 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 book
- spills box / cleaning products / sick bowl.

If intimate care is given, a record will be made using the school’s standard form and parents will be asked to sign this on collection of their child.

If any child requires the administration of medicine during the club session, lone working will not be permitted. Any administration of medicine must be witnessed by a second member of staff and the medication log signed accordingly.

Lone working staff must follow the school’s Data Protection Policy to ensure all personal information and records are kept securely in line with UK GDPR and the Data Protection Act 2018.

Legal and Statutory Framework

This policy is written in accordance with:

- Statutory Framework for the Early Years Foundation Stage 2023
- Health & Safety at Work etc. Act 1974.
- Management of Health & Safety at Work Regulations 1999.
- HSE Guidance on Lone Working (INDG73, 2020).
- Keeping Children Safe in Education (2025).
- UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Approved by: R Gibson

Adopted: 02/09/2025

Review: by 01/09/2026

