

Gilbert's Gang

Lone Working Policy

At Gilbert's Gang, 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 in each pod, but situations may arise where this is not possible. When it is necessary for only one member of staff to be on duty in a pod, 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 and put onto the school website to inform parents.

There will always be other members of staff who can be summoned in case of emergencies.

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:

- 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.

A staff member with current 12-hour paediatric first aid training will be available in an emergency.

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) Early Years Foundation Stage 2017.

All essential resources will be readily to hand and kept in the mobile.

If intimate care is given, a record will be made using an Incident log and parents will be informed of this on collection of their child.

This policy was adopted by: Gilbert's Gang	Date: September 2020
To be reviewed: Ongoing	Signed: Adele Pinto

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child protection [3.5-3.6], Suitable people [3.19], Staff qualifications, training, support and skills [3.25-3.26], Staff:child ratios [3.28-3.29, 3.40], Food and drink [3.48], Accident or injury [3.50], Premises [3.55], Risk assessment [3.64]*