



## Lone Working Policy

Since September 2014, changes to the requirements of the Early Years Register and the Childcare Register have meant it is no longer a legal requirement to have two members of staff on the premises at all times.

However, all the safeguarding and welfare requirements of both registers must be met regardless of the number of staff on duty.

At ClubsComplete™ we aim to ensure that no member of the team is left alone in a school premises and that there will be a school member of staff on site for emergencies at any one time.

We always ensure that our staff:child ratios are maintained and when the ratio of children exceeds additional members of staff are placed in the club to support.

It is the responsibility of both the employee and their manager to identify the hazards and minimise the risks of working alone.

Considerations when deciding on lone working include how lone workers manage with a variety of tasks such as talking to parents and supervising activities whilst maintaining the safety and welfare of children and ensuring that each member of staff required to work alone has the training and/or skills for the role; e.g. first aid certificate, child protection/safeguarding training and competency, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification.

Public liability insurance for lone working is in place.  
Employees/managers' responsibilities when left in a room alone include ensuring:

- Ratios are maintained
- There is someone to call on in an emergency if required
- The member of staff and children are safeguarded at all times (relating to additional policies as above).

Risk assessments are also completed for these occasions including hazards and risks and how these are controlled.

**LAST REVIEWED: 25th August 2021**  
**NEXT REVIEW DATE: 6<sup>th</sup> January 2022**