



Lone Working Policy

Within our Ofsted registered settings, we work to a 1:10 ratio for lone-working, and a 1:15 ratio thereafter. Therefore members of ClubsComplete staff will only be lone-working if there are 10 children or less in the setting that particular day. If a member of staff is ever lone-working, a lone-working risk assessment will be completed to ensure that all hazards and risks are managed appropriately before the club goes ahead.

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. paediatric first aid certificate, safeguarding training and competency, food hygiene training. Public and Employers Liability insurance for lone working is in place.

Employee's' 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
- There is a member of school staff on site

Last reviewed: January 2025

Next reviewed : January 2026