

At Smartkidz Play and Learn, the safety and welfare of the children in our care is paramount. It is best practice for at least 2 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 document.

Preparation and planning

The management team must approve all instances of lone working in advance such instances will be recorded on E-reception.

Parents will be notified if only one member of staff will be on duty for a session or part of a session.

A full risk assessment for lone working must be carried out before lone working is approved.

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

There will always be another person on site who can be summoned in an emergency which will be organised with the school prior to the club starting.

In addition, a member of the management team can be contacted in an emergency.

Suitable staff

Staff members who are suitable for lone working will be approved in advance. Staff members approved for lone working must have the relevant training and skills, for example:

- Current 12 hour Paediatric First aid certificate.
- Child protection training.
- Food handling and hygiene certificate.
- Does not have any medical condition that may effect their suitability to work alone.
- Is familiar with the emergency evacuation procedures, and how it can be adapted for 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' or 'within sight AND hearing at all times when eating' as required by EYFS 2024. Therefore, all essential resources must be readily to hand and not kept in a separate part of the building, for example:

- Mobile phone/iPad (which contains children's records, contact details, register).
- First aid kit
- Any forms that may be required during a session, i.e. Cause of concerns.
- Cleaning products etc...

Times when eating must be planned and managed in such a way as to maintain appropriate 'sight and hearing' supervision when only one member of staff is present. This may mean that additional measures are put in place for arrival and dropping off, toileting and other incidences which may mean an adult would have to leave the room. If intimate care is given, a record will be made using an incident log on magic bookings.

This policy was adopted by: Smartkidz Play and Learn	Date 04/02/2024
To be reviewed: 04/02/2025	Signed: 