LONE WORKING POLICY

At Fusion, 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. It is Fusion's discretion to decide when it is appropriate to implement 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. Parents will be notified if only one member of staff will be on duty for a session or part of a session via a phone call or text message.

A full risk assessment for lone working is carried out before lone working is approved. Our insurers have confirmed that Fusion is covered in situations when only one member of staff is on duty. **TRACY WILKINS** can always be contacted and can be at Fusion within 5/10 minutes.

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
- competent use of English
- the necessary skills and experience to supervise the children
- 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 keep all children "within sight or hearing at all times" as required by EYFS 2017. Therefore, when this policy is implemented all bodies will be in the dining room only and all essential resources must be readily to hand and not kept in a separate part of the building:

- Registration Packs that include Emergency Contacts
- First aid kit
- Fusion mobile phone
- Any forms that may be required during a session, eg accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc
- Spills box / cleaning products / sick bowl. If intimate care is given, when staff are working alone, a record will be made using an Incident log and parents will be asked to sign this on collection of their child.

Fusion Lone Working Checklist

In the absence of completion of the below due to time and circumstance constraints, all staff have confirmed in writing that they are willing to Lone Work if necessary and verbal confirmation will be given at the time if required.

Manager's approval:

I confirm that ……..….. (staff name) has been approved for lone working at Fusion on..…… (date) from …… (time) to …… (time).

Signed …… (Manager)
Date: ……

Member of staff's confirmation:

I understand the additional requirements and responsibilities of lone working and agree to lone working on the date(s)/time(s) specified above.

Signed……(Staff member)
Date: ……

Checks to be undertaken prior to Lone working:	**Tick/ Yes/No**	**Time**	**Initial by Manager**
Insurance Covers lone working			
Risk Assessment completed and up to date			
Parents notified that only one member of staff will be on duty			
Lone worker has relevant qualifications and training			
Lone worker is fully competent in English			
Lone worker has no known medical condition that could affect their suitability to work alone			
Lone worker briefed on emergency evacuation procedures			
On call person (TRACY WILKINS) aware			
No requirement to administer medication during planned session			
Checks to be undertaken on the day			
Registration Pack available and Emergency Contact Info.			
Paperwork to hand including, logging a concern, accident/incident forms etc			
First aid kit easily accessible			
Mobile phone fully charged and accessible			
pills box / cleaning materials / sick bowl readily accessible			
On-call person: **TRACY WILKINS** Phone no: **07879 811 927**			

Adopted on:	**Last reviewed on:**	**Reviewed on:**	**Next review Date:**
04.01.17	01.04.19	01.04.2021	April 2022
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], Key person [3.27], Staff: child ratios [3.28-3.29, 3.40], Food and drink [3.48], Accident or injury [3.50], Premises [3.55, 3.58], Risk assessment [3.64.]			
Signed and approved:	Fusion Childcare Services		