**Zac’s Club, Riccall**

**Lone Working Policy**

It is our Policy at Zac’s Club that where staff Lone Work this is kept to an absolute minimum, and by this, we mean that there are at least 2 staff on duty for the whole of every session at Zac’s Club, for both Breakfast and After School Club. That said, there may be short periods of time, where a member of staff is left alone with a group of children, for instance where one member of a two-person team may need to go to the toilet. Our working alone policy therefore covers these incidences, and seeks to ensure that the amount of time that individuals are left in the sole care are kept to an absolute minimum.

**Staff who are able to be left alone with a group of children**

* Those who have a live DBS, and are have been checked by the setting as clear.
* Those who have two references on file.
* Those who hold a current Paediatric First Aid certificate
* Those who have had Safeguarding Training
* Those who possess the necessary skills to supervise children alone
* Those who have no medical condition that may affect their suitability to work alone

**What must happen before a member of staff is left alone with a group of children in the setting**

* The member of staff needing to leave the room or area if operating outdoors, must consult with the other member of staff to advise why there is a need to leave, where they are going and how long they will be (where this is just to answer the door, this will be apparent, and not much discussion will be needed, more an acknowledgement of who is going to answer it).
* Where more than two staff are on duty, and another member of staff has already left the room, the first member of staff must return prior to another member of staff leaving the room. Under no circumstances must a member of staff be left alone with children when more than 2 staff are on duty for a session.
* The member of staff left alone must be suitable, as above, and be in a suitable area to ensure they can manage the needs of the children. This may mean needing to relocate to inside if necessary.

**Circumstances where it may be necessary for a member of staff to be left alone with a child/group of children in the setting**

* To answer the door to a parent
* For a member of staff to go to the toilet
* For a child with additional needs to be assisted to the toilet
* For a member of staff to collect children from an After School Club
* For a member of staff to consult with a member of teaching staff in a classroom

**Action to be taken if a member of staff does not return as expected in the setting**

* An older child may be sent to check the area eg. To see if they are still at the door speaking to a parent.
* If this is not suitable, a child may be sent to see if an available teacher/cleaner or other adult on site can be asked to assist.
* If the other adult on site cannot locate the other member of staff, then the Director must be called, and further guidance sought.

**Measures to be taken to reduce the need for members of staff to be left alone in the setting**

* Staff must ensure they have had a toilet break prior to starting their session.
* Staff to ensure they do not leave the room for more than 5 minutes maximum. If they require more time, they must first return to the room to check on everything, and only leave again if absolutely necessary. For example, where it is necessary to have a private discussion with a parent or other school staff member that may take a while, it may be necessary to relocate to the room adjoining the Club to resume the conversation, so that then you are within sight or sound of the other member of staff, and can be called upon if necessary.
* There should be no reason for a member of staff to be left alone when more than two members of staff are on duty.
* Staff who excuse themselves from the room for excessive amounts of time, or very frequently for reasons other than for the operational running of the session will be asked to explain themselves.