



LONE WORKING POLICY

for

THE COLOUR CORNER LTD

At The Colour Corner, the safety and welfare of our staff and the children in our care is paramount. When one member of staff is on duty, we will follow the procedures set out in this policy.

Preparation and planning

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.

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 alone
- 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 still keep all children “within sight or hearing at all times” as required by EYFS 2023. Therefore all essential resources must be readily to hand and not kept in a separate part of the building. For example:

- child records
- emergency contact details
- first aid kit
- 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

Related policies

See also: **Safeguarding policy, Emergency evacuation policy, Illness and accidents policy, Risk assessment policy.**



This policy was adopted by: The Colour Corner Ltd.	Date: 1/9/26
To be reviewed: 1/9/27	Signed: K. Blakey

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Health [3.45-3.47]*