

International British Theatre School

Lone Working Policy

At [International British Theatre School](#), 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, [International British Theatre School](#) will follow the procedures set out in 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.

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

Our insurers have confirmed that [International British Theatre School](#) is covered in situations when only one member of staff is on duty.

There will always be another adult on site who can be summoned in case of emergencies, such as a headteacher or caretaker.

In addition, an 'on call' member of staff whom the lone working member of staff can summon in an emergency will be nominated for each session. The 'on call' member of staff must be able to be on site within 15 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
- food handling and hygiene certificate
- 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 keep all children "within sight or hearing at all times" as required by EYFS 2021. This includes whilst children are eating. 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
- company mobile phone
- any forms that may be required during a session, e.g. accident and incident logs, logging a concern form, collection by unknown person, visitor log, etc
- the spills box, cleaning products, or sick bowl

If intimate care is given, a record will be made using an **Incident log** and parents/carers will be asked to sign this on collection of their child.

Residential camps

During residential camps, more than 1 member of staff will always be in the same premises of the children (either the day location, night location, or joint depending on the camp). While a member of staff may be lone working, there will always be other staff available on the premises to assist if necessary.

Related policies

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

This policy was adopted by: International British Theatre School	Date: 31.10.2024
To be reviewed: 31.10.2025	Signed: Ben Whiteside

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Child protection [3.4-3.6], Suitable people [3.9], Staff qualifications, training, support and skills [3.20 - 3.26], Staff:child ratios [3.28-3.31, 3.41], Risk assessment [3.65]*