



Quackers After School Club

Lone Working Policy

At Quackers After School Club, 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. When it is necessary for only one member of staff to be on duty, we will follow the procedures set out in this policy.

If a situation arises where a member of staff needs to leave the Club for any reason, the child's parents will be contacted and will be asked to arrange for the child to be collected. Only when the parent/carer has arrived can the staff member leave.

Lone working only applies to Quackers staff out of club hours. If for any reason a member of staff needs to access the building, they must inform another member of staff or committee member that they are going into the building and then notify again when they have left.

Signed on behalf of Quackers After School Club: _____

Position: _____