

# Lone Working Policy 2026

## Summary

The International British Theatre School (IBTS) recognises that lone working may occasionally be unavoidable.

This policy ensures that staff working alone are protected, supported, and that children remain safe at all times.

It complies with the **Health and Safety at Work Act 1974**, the **HSE Lone Working Guidance (2023)**, and **EYFS 2024 (3.5, 3.29, 3.65)** on supervision, risk assessment, and safeguarding.

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## Policy Statement

IBTS aims to minimise lone working wherever possible. When lone working is necessary, appropriate risk assessments, safety measures, and communication procedures will be implemented to protect staff and children.

Lone working is only permitted when approved in advance by management and when the member of staff has the appropriate qualifications, training, and confidence to work safely and independently.

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## Preparation and Planning

- All lone working arrangements must be approved in advance by the **Manager or Director**.
- Each instance of lone working will be recorded on the staff rota and in the **Lone Working Log**.
- A full **risk assessment** must be completed prior to authorisation.
- Parents will be informed if only one member of staff will be present during any part of a session.
- Our insurance provider has confirmed that IBTS is covered for authorised lone working.

There will always be:

- Another responsible adult on-site (e.g. caretaker, teacher, or administrator) who can be contacted in an emergency.
- An 'on-call' member of staff available and able to arrive on-site within **15 minutes** if needed.

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## Staff Suitability for Lone Working

Only staff members approved by management may work alone. They must:

- Hold a current **12-hour Paediatric First Aid certificate**.
- Have completed **Child Protection and Safeguarding training** (updated every 2 years).
- Hold a **Food Hygiene and Safety certificate**.
- Have the skills and experience to manage children safely and independently.
- Be confident in adapting **emergency evacuation procedures** for lone situations.
- Have no health condition that would compromise their ability to work alone safely.
- Demonstrate fluent and competent use of English for clear communication.

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## Working Practices

When working alone, the staff member must ensure that:

- All children are kept **within sight or hearing at all times**, as required by EYFS 2024.
- Essential resources are readily accessible in the same room, including:
  - Child records and emergency contacts
  - First aid kit
  - Company mobile phone

- Accident/incident log, visitor log, and concern forms
- Cleaning and spill supplies

If **intimate care** is required, a record must be completed using the **Incident Log** and signed by parents at collection.

Regular check-ins via phone or message with the on-call staff member are encouraged during extended lone sessions.

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## Residential Camps

- At least two staff members will always be present within the premises used for residential or overnight activities.
- Lone working may occur only for short periods (e.g. supervising a group in a nearby room).
- Communication devices (e.g. mobile phone or walkie-talkie) must be available to summon assistance immediately.
- A written lone working plan will be completed for each residential event.

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## Emergency Procedures

- In case of an emergency, the lone worker must contact the **on-call staff member** and, if required, call **999**.
- The Director or Manager must be informed as soon as possible.
- Incident details will be recorded in the **Lone Working and Incident Log** and reviewed at the next staff meeting.

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## Monitoring and Review

- Lone working arrangements will be reviewed after each occurrence or at least annually.
- Risk assessments will be updated if circumstances, staff, or premises change.
- The Manager and Director are responsible for ensuring safe lone working practices remain in place.

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**Reviewed:** 15 November 2026

**Next Review Due:** 15 November 2027

**Policy Owner:** Ben Whiteside, Director

**International British Theatre School**