



External Working Policy

The following policy applies to all areas of LastAct activity, including that of the Early Years, which occurs off LastAct premises, known as LastAct Studios.

At LastAct, 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. This could be due to, but not limited to, staff illness, low attendance numbers or a staff member being called away to deal with a family emergency. When it is necessary for only one member of staff to be on duty, we will follow the procedures set out in this policy.

Preparation and Planning

All instances of External Working will be approved in advance by a senior member of staff, whether this is a one-off or a regular occurrence. A full Risk Assessment for External Working has been carried out and is shared with the relevant staff member. This is available to view on request.

Suitable Staff

Staff members who are suitable for **planned** External Working will be approved in advanced and should have the following: -

- Current paediatric Emergency Aid certificate
- Child Protection Training
- The necessary skills and experience to supervise children alone.
- The staff member must not have any medical condition that might affect their suitability to work in these circumstances.

Working practices

When a member of staff is working off site, they must still keep all children 'within sight or hearing at all times' as required by the current EYFS framework. Therefore, all essential resources must be readily available. The Grab Bag should already contain the following:-

- First Aid Kit
- Medication (where prescribed)
- Safeguarding Report Forms
- Accident report forms
- Appropriate registers and emergency contact lists

Any resources for the session should either be in place already or the children should accompany the staff member to collect them. The staff member should have a fully charged mobile phone.

Impact on other Policies

The following policies are impacted by the staff member working externally. Here we show how they need to be adjusted to maintain a safe environment: -

- Administering Medication – We must seek out another suitable adult to witness any medication being given and they should initial our form. Where possible, the administering

of Medicine should be avoided when working off site. The rules of the 3rd party premises may take precedence here. Most notably, at schools.

- Arrivals and Departures – alternative ways of collecting the children from an external LastAct event may be necessary and 3rd party policies may be able to help with this.
- Behaviour Management – It will most likely not be possible to remove a child from the room for a chance to calm down and engage the child about their behaviour.
- Critical Incident (including Lockdown and Missing Child) – The staff member would need to keep all the children with them at all times when looking for a lost child, they should seek support from school staff. The group must stay together if there is a need to Lockdown and move as one to the Safe Place.
- Emergency Evacuation Plan – The group should stay together and move out of the building together wherever possible.
- Illness and Accident – we would not be able to provide a staff member to accompany a child to hospital.
- Intimate Care – if a child is guaranteed to need this for medical issues then we will avoid planned Lone Working. If it is an unexpected issue when Lone Working, then the staff member should try to get a member of school staff to remain with the children.

Signed on behalf of school

Date

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Produced January 2025

To be reviewed January 2026 or as regulations change