Staff & conduct

Individual support and lone-working arrangements

A centre-specific adaptation of Harper's working-alone behaviour guidance.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Scope

This document does not authorise a staff member to run a session alone. The manager must first approve staffing, cover, safeguarding and emergency arrangements for the activity and children attending.

Any individual support must remain consistent with the safeguarding, inclusion and positive-behaviour policies. Do not create hidden or unobservable one-to-one situations.

Supporting a child

Use calm explanations, predictable choices, positive attention and co-regulation. Consider communication and sensory needs, and work with the family on a shared approach.

A child needing a quieter space remains appropriately supervised. Staff must be able to summon help and maintain safe oversight of the rest of the group.

There is no corporal punishment, humiliation, threat or withholding of food or care. Any intervention to prevent immediate harm must meet the approved training and recording requirements.

Escalation

If safe staffing cannot be maintained, pause or change the activity and contact the manager. Use the agreed emergency arrangements where necessary.

Record significant concerns or interventions, inform appropriate parents and review the support and staffing plan.

Centre review before adoption

Confirm whether any lone work is permitted, and approve staffing, visibility, communication and cover arrangements.