Fair Isle Primary School

Single Adult Policy

It is recognised that, due to the small numbers of children in our setting and the hours that staff work, there will be times throughout the week when only one adult will be present in the building with the P1-P7 children. This adult will always be the Principal Teacher. As of August 2026, these times are as follows.

Monday PM – 1:15pm – 3:00pm.
Tuesday PM – 1:15pm – 3:00pm.
Wednesday PM – 1:15pm -2:00pm.
Thursday PM – 1:15pm – 3:00pm.
Friday PM – 1:15pm – 3:00pm.

As stated in the First Aid Policy (see separate document), in the event of any accident/incident where help/assistance is needed staff/pupils should send for the other staff present in the building. The Principal Teacher will make an assessment as to whether the isle nurse needs to be sent for and /or parents. All telephone numbers are beside each phone.

In the event of the Principal Teacher being on their own with the pupils when an incident occurs they could also phone and ask another member of staff to come in to the school if they felt it was necessary. This will be judged on a case-by-case basis.

In the event of the teacher being on their own with the pupils when an incident occurs to the teacher, the younger children should stay with the teacher until they are told to do otherwise by a responding adult. The oldest children will phone (in the first instance) Fiona Mitchell (Scottish Fire Rescue, staff member and trained first aider) and ask them to help and come to the school. In the event of Fiona Mitchell not responding to a phone call, the children have been instructed to call their parents as emergency contacts.

Children in P5 upwards constitute the “oldest children” in the above scenario. They have been instructed as to where the phone is (situated in school office) and are familiar with using it.

Policy updated:	June 2026
Policy to be reviewed:	June 2027