

IMPACT ALTERNATIVE LEARNING

LONE WORKING POLICY – ELITE FULL VERSION

Principal / DSL: Kate Willis

Reviewed: November 2025 | Review Date: November 2026

1. POLICY STATEMENT

Impact Alternative Learning recognises its duty to ensure the safety, welfare and safeguarding of staff undertaking lone working. All lone working is risk assessed, controlled and monitored to minimise risk.

2. LEGAL FRAMEWORK

Health and Safety at Work Act 1974 Management of H&S; Regulations 1999 KCSIE 2025 Working Together 2023 Equality Act 2010

3. SCOPE

Applies to all staff including outreach, off-site work, and out-of-hours activity.

4. DEFINITION

Lone working is any situation where staff work without immediate supervision or support.

5. ROLES & RESPONSIBILITIES

Principal: oversight SLT: approve and monitor Managers: risk assess and supervise Staff: follow procedures and report concerns

6. RISK ASSESSMENT

All lone working must be risk assessed before taking place. Assess: • Environment • Behaviour risk • Medical needs • Safeguarding risk • Communication access

7. SAFEGUARDING

• Avoid lone working with pupils where possible • One-to-one must be risk assessed • Follow staff code of conduct • Record all concerns

8. BUDDY SYSTEM

• Designated buddy assigned • Check-ins agreed (minimum hourly) • Start/end times recorded • Mobile phone required

9. EMERGENCY PROCEDURES

Code phrase: "I have forgotten the red folder" If check-in missed: • Attempt contact • Escalate to SLT • Consider emergency services

10. TRAINING

Staff receive safeguarding and lone working training and induction.

11. INCIDENT REPORTING

All incidents recorded and reviewed within 24 hours.

12. RIGHT TO WITHDRAW

Staff may withdraw if unsafe. No disciplinary action for genuine concerns.

13. MONITORING & REVIEW

Annual review and updates following incidents or changes.

