LONE WORKING POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 CORE CONTROL

- No lone working is permitted with learners where safer staffing or supervision is needed. Consider risks arising from individual need, behaviour and site layout.
- A worker is not automatically safe merely because the building is open; assess isolation, lone journeys and unpredictable incidents.

2 PRIOR AUTHORISATION

- Manager approves documented lone-work tasks, duration, location, communication arrangements and check-in/out schedule.
- Staff may refuse or stop work when safeguards are inadequate and must notify manager.

3 PROHIBITED OR RESTRICTED SITUATIONS

- Do not leave an adult alone with a learner contrary to placement risk plans, safeguarding boundaries or agreed staffing; avoid lone high-risk manual activity, vulnerable first aid or unsafe premises work.
- Plan alternative staffing and supervision for visits, transport and late collections.

4 COMMUNICATION AND INCIDENT RESPONSE

- Lone worker has charged communications, emergency contact, check-in procedure and clear escalation if a check is missed.
- Record near misses, unexpected visitors or aggression; call emergency services where necessary.

5 CONFIDENTIALITY AND BOUNDARIES

- One-to-one meetings with families or learners take place in observable or appropriately risk-assessed settings, with professional boundaries and records.
- Do not use private accounts, unplanned home visits or personal transport without authorisation.

6 REVIEW AND SUPPORT

- Reassess risks after incidents, change of location or staffing; provide lone-worker training and wellbeing support.
- Managers review the lone-working register and reported issues termly.

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Authorised, risk assessed and monitored lone working

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7 LINKED STATUTORY AND DFE GUIDANCE

- Keeping Children Safe in Education 2026 (in force 1 September 2026); Health and Safety at Work etc. Act 1974 This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

8 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.