

MIAG



Lone Working Policy

Ratified by Chair of Govs:

Signed by 

Date 10/6/25

Roles and Responsibilities:

Role:	Responsibilities:
Chief Operating Officer	Oversees Implementation of this policy
ALP Centre Manager	Ensure that all lone working risk assessments are updated and reviewed on a regular basis but at least annually or following an incident
All Staff	Take responsibility for their own safety, and that of others by following procedure, assess risks and report any concern appropriately
DSL	Ensures that lone working aligns with safeguarding policies

Risk Assessment:

Lone working should only take place after a **risk assessment** has been completed. This will consider:

- ✚ Location, environment, and time of day
- ✚ Learner needs (e.g. risk of violence, mental health issues, history of allegations)
- ✚ Nature of the task (e.g. supervision, transport, outreach)
- ✚ Staff experience and training
- ✚ Emergency procedures and communication methods

A lone working risk assessment will be **updated regularly**, or immediately after any concern or incident.

Safeguarding and Lone Working:

- ✚ Where possible, **lone working with learners should be avoided**, especially in closed rooms without visibility
- ✚ If 1:1 work is necessary, staff must ensure:
 - Doors have visibility panels or remain open
 - Sessions are pre-agreed and logged
 - Another staff member is on-site or aware
- ✚ **No home visits or transport with learners** should be conducted alone unless formally risk assessed and authorised
- ✚ Staff should **never initiate physical contact** unless part of an agreed behaviour support plan

Related Policies:

-  Safeguarding and Child Protection Policy
-  Behaviour Policy
-  Health and Safety Policy
-  Staff Code of Conduct
-  Risk Assessment Policy