



Lone Working Policy

Ratified by Chair of Govs:

Signed by 

Date 05/11/25

Purpose of This Policy:

This policy sets out how MIAG (Meeting Individual Aspirations & Goals) manages and reduces risks associated with **lone working**. Staff may be required to work:

- ✚ Alone with learners (e.g. 1:1 sessions)
- ✚ In isolated areas of the building
- ✚ Off-site for home visits, transport duties, or outreach work
- ✚ Outside of normal hours (e.g. preparing classrooms or working late)

Our priority is to **safeguard staff and learners** by ensuring that lone working is **carefully planned, risk assessed**, and **safely managed**.

Definition of Lone Working:

Lone working refers to any situation where an employee or volunteer works **without immediate support or supervision from a colleague**. This may include:

- ✚ Being the only adult present with a learner
 - ✚ Working alone in a building, office, or classroom
 - ✚ Working off-site without direct supervision e.g transport of learners
 - ✚ Travelling alone in a work capacity
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Key Principles:

MIAG is committed to:

- ✚ Ensuring **no one is placed at unnecessary risk**
 - ✚ Promoting a **culture of safety and communication**
 - ✚ Using **risk assessments and clear procedures** to support safe lone working
 - ✚ Ensuring staff know how to **respond to emergencies or concerns**
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Roles and Responsibilities:

Role:	Responsibilities:
Chief Operating Officer	Oversees Implementation of this policy
Operations 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

Communication and Monitoring:

Staff must:

- ✚ Inform a colleague or manager of their **whereabouts and expected return time**
- ✚ Carry a **charged mobile phone** or other agreed communication device
- ✚ Use agreed **check-in/check-out systems** (e.g. text/call when leaving and arriving)
- ✚ Report any **concerns or near-misses** immediately after lone working
- ✚ Ensure that their emergency contact details are accurate and are updated if and when there are changes of circumstances

Emergencies:

In the event of an emergency during lone working:

- ✚ Staff should follow emergency procedures (e.g. call 999 if needed)
- ✚ Then contact their line manager or senior on call
- ✚ Complete an **incident form** as soon as possible

Training and Support:

MIAG provides:

- ✚ **Training on lone working risks and safeguarding**
- ✚ **Supervision and debriefing** where incidents or concerns arise
- ✚ An open culture where staff can raise concerns about unsafe working

Policy Review:

This policy will be:

- Reviewed **annually**, or sooner if guidance changes or incidents occur
 - Evaluated in line with safeguarding, health & safety, and staff wellbeing policies
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Related Policies:

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