



Lone Working Policy

School:	Haywards Farm School & Northcroft School		
Policy:	Lone Working Policy		
<p>This policy will be reviewed on an annual basis; however, should a need arise, it will be reviewed when required.</p> <p>This policy will be read, understood, and signed by all staff yearly and when changes have been made in line with government and DoFE guidelines and changes.</p> <p>Document Control: This policy is linked to: Behaviour policy, Anti bullying Policy, E-safety Policy, Peer on peer abuse and sexual violence Policy, RSE Policy</p>			
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Change History

Version	Date	Description	Change ID
1	July 2024	Yearly Review	RR/GC



2	July 2025	Yearly review	AW
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Lone Worker Policy

General Statement

Induction/Training

No adult will work in a one-to-one situation with a pupil until they have read all documentation to include risk assessments, missing from school procedures and behaviour management plans, regarding the individual pupil at the school.

This is the minimum organisational standard expected of staff prior to undertaking lone working with pupils.

The Head Teacher allocating the staff member to lone work must be satisfied that they are competent to do so.

This School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to the headteacher.

Definition

For the purposes of this policy, a lone worker is an individual who spends some or all their working hours working alone. This may occur (1) during normal working hours at an isolated location within the normal workplace, (2) when working outside normal hours. These are deemed to be from between 08:30 – 16:30, Monday to Friday.

Legal Position

Our duty is to both assess and control any risks from lone working which is governed by the Health and Safety at Work Act 1974 (HSWA). Section 2 requires us to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers under Section 3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

Risk Assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles or activities involving lone working have been identified, the following factors will be considered:



- Risk of aggression or violence - All activities involving an element of lone working will be assessed for a risk of verbal threats, or aggression/violence. The priority will be those involving face-to-face dealings with members of the public.
- Equipment - Equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - Working at height will not be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- The worker - The medical fitness of workers working alone will be assessed.
- Access and egress - Some lone working may require access to locations which are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.

Has adequate training been received to ensure competency?

- Safeguarding
- First aid
- Fire awareness

Control Measures

In order to manage the risks identified, we have introduced the following control measures;

If the staff member has any concerns about the safety of themselves, the young person, or others, they must draw this to the immediate attention of the headteacher who will consider the need for an urgent review of the risk assessment. Any such concerns will be communicated as necessary to all staff working with the pupil.

If the headteacher has any reason to consider, having regard to any incidents, reports, or events that a pupil presents a risk to staff, or that an individual staff member is particularly at risk from a pupil, or requires additional support in order to appropriately work in a one-to-one situation, the headteacher must take immediate steps to review the deployment of staff. The headteacher will consider if further training is needed.

Risk of violence

- Staff are required to lock themselves in the buildings when lone working
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting
- Staff are required not to handle cash when lone working
- Late meetings must finish promptly and not leave one member of staff alone on site



- Staff must not approach, or let into the buildings, unauthorised persons when lone working
- All staff are required to give 24 hours' notice to the headteacher before lone working, either after hours or through holiday periods. The school will be locked during these periods. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is a sign of an entry, police support must be gained before entering the school

Staff are asked to pay particular attention to the following areas of risk:

- **Special Relationships:** It is beneficial for young people to be involved in wholesome relationships with staff, but exclusiveness and secrecy should be challenged.
- **Taking Young People to your Home:** This is not allowed under any circumstances.
- **Physical Care:** There are clear guidelines about appropriate privacy boundaries. Pupils should be encouraged to undertake personal care and hygiene activities for themselves as soon as appropriate for their age and level of development.
- **Trips and Outings:** These should be managed carefully, with risks within traveling. Competent drivers, seating plans to reduce risk, vehicle checks. Understanding car break down procedures- all this should be in plan before going offsite. Offsite trips are subject to collective management approval. There should be careful monitoring when a pattern emerges, linking one staff with a particular pupil, or group of pupils.
- **Safeguarding:** As a part of their mandatory training, staff are expected to carry out the company's safeguarding training which highlights best practice, risk management and safety issues when lone working with young people. Staff should employ principles of safe working to protect themselves from allegations when lone working with pupils.
- **Managing Allegations:** If an allegation occurs the process will be followed under the managing allegations process. Staff are to complete a transparent report of the time spent with the pupil.

The headteacher will make the decision for someone to lone work on all the above principals, and upon completion of reading required documentation and at very least has had safeguarding training, first aid training and an enhanced DBS check.

The lone worker will have contact details of an on-call school member and will understand procedures to follow in the case of an emergency.



Communication: Staff are advised to;

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a school mobile phone, radio or be always in reach of support when lone working.
- If outside hours of schoolwork times, let someone know you are coming into work, how long you expect to be and when you are leaving
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident
- If you are working off site, such as carrying out a home visit, you must call a school senior team or admin before going into the home and when leaving the home

First aid

For those working on our premises, first aid kits can be found in the office and medical room, in the cars and at the Amegreen Alternative Provision sites used.

Emergency procedures

If a lone worker falls ill, or into difficulties, they are to use their school mobile phone/radio to contact the headteacher, the staff member's nominated person or the emergency services

Access

Staff are required to consider weather conditions before coming into and while at work.

Unacceptable Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons



Training

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors

Line Managers

It is the responsibility of the Headteacher and Deputy Headteacher, to monitor the tasks being carried out by staff. In particular, they are responsible for ensuring that any tasks described in the section 'Unacceptable Lone Working' are not carried out by one person alone

If the nature of the tasks changes in any way, he/she must ensure that a new risk assessment is carried out. Line Managers also need to ensure that any lone worker follows good working practices and safe systems of work

Lone Worker Duties

All lone workers are expected to cooperate fully with instructions given by the headteacher or Amegreen governors and Proprietors. They are also expected to follow the school's safe systems of work and any associated procedures.

Failure to do so may be a disciplinary offence.