



TRUST EDUCATION GROUP

Trust Education Group Ltd

Lone Working Policy

Policy Statement

Trust-Education Group Ltd is committed to safeguarding the health, safety, and wellbeing of all staff, pupils, and visitors. Lone working is sometimes unavoidable in an educational setting, but it carries additional risks. This policy establishes clear procedures to ensure that all lone working undertaken by staff is properly managed, risk-assessed, and carried out safely.

As an SEMH (Social, Emotional and Mental Health) school, we recognise that the needs of our learners require particular vigilance. Staff must never be placed in situations that compromise their safety or professional conduct, and the welfare of pupils remains paramount at all times.

Scope

This policy applies to:

- All employees of Trust-Education Group LTD.
- Volunteers, contractors, agency staff, and visitors engaged in school activities.
- All situations where staff are working alone, either on-site or off-site, during or outside of school hours.

Definition of Lone Working

Lone working is defined as:

“Any work activity carried out without direct supervision, support, or immediate assistance from colleagues.”

Examples in an SEMH school context include:

- A member of staff working alone in a classroom or office outside of normal school hours.
- Site staff carrying out maintenance or cleaning tasks without others present.
- A teacher or support staff member supervising a pupil one-to-one in a separate room.
- Staff transporting pupils or visiting pupils off-site.

Aims of the Policy

This policy aims to:

- Protect staff from risks associated with lone working.
- Ensure that lone working practices are safe, reasonable, and properly risk-assessed.
- Set clear boundaries for when lone working with pupils is appropriate and safe.
- Ensure compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and safeguarding legislation including *Keeping Children Safe in Education (KCSIE)*.

Responsibilities

Senior Leadership Team (SLT)

- Implement and monitor this policy.
- Carry out risk assessments for lone working.
- Provide staff training, guidance, and supervision.
- Ensure robust reporting and monitoring systems are in place.

Staff

- Follow all procedures set out in this policy.
- Take reasonable care for their own safety and the safety of pupils.
- Report any concerns, incidents, or risks immediately to their line manager or SLT.
- Never place themselves in a situation where they feel unsafe.

Pupils

- Pupils must not be left unsupervised with a lone adult unless agreed as safe and risk-assessed (e.g., specific interventions or mentoring sessions).

Risk Assessment

Before lone working is undertaken, a **risk assessment** must be completed. This will consider:

- The nature of the task or activity.
- The environment (classroom, office, off-site location, vehicle, etc.).
- The medical, behavioural, and safeguarding profile of any pupil involved.
- Emergency communication and support arrangements.

Risk assessments must be reviewed regularly and updated when circumstances change.

General Lone Working Procedures

Working on School Premises

- Staff should avoid lone working wherever possible.
- If lone working is necessary, staff must inform a colleague or SLT member of their presence and expected finish time.
- Security measures (locking doors, setting alarms) must be followed.
- Staff should keep mobile phones charged and accessible.

One-to-One Work with Pupils

- Staff must never work alone with a pupil in an unsupervised, unobservable environment.
- Any one-to-one session must take place in rooms with visibility panels or open doors.
- **CCTV is in operation in all classrooms**, providing additional safeguarding for both pupils and staff.
- Sessions must be recorded on the school timetable/system and approved by SLT.
- Staff must not transport pupils alone in a private vehicle unless explicitly risk-assessed and authorised by SLT.

Off-Site Activities

- Staff must not attend off-site meetings, home visits, or pupil-related activities alone unless authorised and risk-assessed.
- Where unavoidable, staff must check in and out with SLT.
- Emergency contact details must be carried at all times.

Safeguarding Considerations

- Lone working arrangements must always align with *KCSIE* and the school's Safeguarding and Child Protection Policy.
- Staff must avoid situations that could give rise to allegations of misconduct.
- Boundaries must be maintained at all times in line with the Staff Code of Conduct.
- **CCTV systems are in place in all classrooms** to support transparency, provide reassurance, and protect both staff and pupils in one-to-one or small group sessions.

- If a pupil displays unsafe behaviour during a lone working situation, staff must seek immediate support and record the incident in line with safeguarding procedures.

Emergency Procedures

- In an emergency, staff should call 999 if immediate assistance is required.
- Staff must also contact a designated member of SLT as soon as it is safe to do so.
- All lone working incidents or near misses must be recorded and reported.
- Emergency exits must be kept accessible at all times.

Training and Support

Trust-Education Group LTD will provide staff with:

- Induction training on lone working risks and safe practices.
- Safeguarding and child protection training (including safe one-to-one work).
- Training in de-escalation and behaviour management strategies appropriate for SEMH learners.

Monitoring and Review

- SLT will monitor lone working arrangements through incident reports, staff feedback, and regular risk assessment reviews.
- CCTV footage may be reviewed where appropriate to support safeguarding and health and safety investigations.
- The Governing Body will be provided with an overview of lone working risks and incidents as part of its safeguarding oversight.
- This policy will be reviewed annually, or sooner if significant incidents occur or legislation changes.

Policy Lead	Melissa Wainman Director of Education
Date:	15th September 2025
Policy Review Date:	September 2026
Version:	1
Approval:	Trust-Education Group Board of Governors

