



# Lone Working Policy

## **Policy Review**

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **1<sup>st</sup> April 2015**

Last review date: **22<sup>nd</sup> July 2018**

Date of next review: **22<sup>nd</sup> July 2019**

Signed

Date: 22<sup>nd</sup> July 2018

A handwritten signature in black ink, appearing to be "Craig Dembicki", written over a white background.

Craig Dembicki  
Managing Director  
Education 1st

## **Statement of Policy**

Education 1<sup>st</sup> Staff are required to work on their own with students so both the individual staff member and their line manager have a duty to assess and minimise the risks which lone working presents. This policy should be read in conjunction with the Health and Safety Policy and the Child Protection and Safeguarding Policy.

## **Purpose**

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities that people have and describe procedures that will minimise the risks. It is not intended to raise anxiety unnecessarily but to give staff a framework for managing potentially risky situations.

## **Related Policies**

- Child Protection and Safeguarding Policy
- Device, Google drive and BYOD policy
- Health and Safety Policy
- Transport Policy and Protocols

## **Scope**

This policy applies to staff who may be working alone at any time. Volunteers would not be expected to work alone and are therefore outside the scope of this policy.

## **Definition**

Within this document lone working refers to situations where staff work alone or are physically isolated from colleagues without immediate access to assistance.

Security of Buildings:

- All appropriate steps are taken to control access to the building
- Staff are familiar with fire procedures and know the locations of exits
- There is access to a telephone and First Aid kit
- Wherever possible staff park in a well- lit area of the car park
- Sign in and sign out procedures are followed

## **Personal Safety**

- Staff must sign in and out of buildings
- Before working alone staff should make an assessment of risk in conjunction with their line manager
- Staff should notify their line manager if they are going on a home visit
- Staff working away from the office must ensure they have access to a mobile phone at all times. Staff are responsible for checking their phone is fully charged and in working order
- If a member of staff or student does not follow the scheduled timetable as expected their line manager should check the situation using emergency contact numbers

**Assessment of Risk**

- Staff should be fully briefed in relation to risk as well as the task
- Communication, checking-in and fallback arrangements must be in place
- There is an assessment of each individual student risk before staff are able to lone work
- Staff must ensure that when using their own vehicle, they adhere to Education 1<sup>st</sup>'s transport protocols