



The Federation of the Church Schools of
Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

LONEWORKING

A STATEMENT OF POLICY

Approved by	CW
Portfolio	Safeguarding
Approved on	Autumn 2026
Review date	Autumn 2027
Review Cycle	1 Year
Policy Type	Non-Statutory
Ratified/FGM Date	

Signed _____ Date _____

Introduction

The following policy outlines procedures and guidance to be followed when any staff member is working alone. Its aim is to ensure clarity so that:

- Procedures are applied consistently across the school.
- All staff receive relevant information, instruction, training and supervision in respect of lone working.
- Risks to staff are minimised/controlled where practically possible.
- Appropriate resources are in place to ensure the health and safety of staff and pupils.

This policy should be read in conjunction with the following documents:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children
- DfE School and College Security Guidance

This policy supports the school's duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999

For the purposes of this policy 'lone working' is defined as any working practice that involves a member of staff undertaking their duties alone, with specific emphasis on direct contact with pupils and families. Examples of lone working might include:

- Making home visits.
- Being the last person in a building at the end of the day.
- Working one to one with a pupil.

The welfare of children remains paramount. Any safeguarding concern arising whilst working alone must be reported immediately in accordance with the school's Safeguarding and Child Protection Policy and KCSIE requirements.

Risk Assessments

Lone working activities must be subject to a suitable and sufficient risk assessment. The assessment should consider:

- The location
- The nature of the work
- Safeguarding risks
- Medical needs
- Access to communication
- Time of day
- Previous incidents or known risks

Appropriate control measures must be implemented and reviewed regularly.

Wherever possible staff should not work alone

For example, families should be invited into school or an agreed local venue to avoid home visits. Staff must not take pupils in cars without another adult, staff should not work late and alone in school.

It is recognised that on occasion staff might be alone in a building. These staff should take especial note of the following:

- Ensure someone knows where you will be working and what time you will finish.
- Make sure all doors and windows are locked.
- Be aware of Health and Safety, do not take unnecessary risks. For example, avoid potential hazards such as working at height and the use of ladders.
- When opening and closing sites try to arrange the times so that you are on site just before others arrive and close sites just after the last person has gone, to keep the time that you are on your own to a minimum.
- Keep a mobile phone with you as you move round the building.

Whereabouts of staff

Staff must always ensure that the school diary is completed in full so that the Leadership team is able to respond appropriately in the event of an emergency. Where staff are off site they must inform the admin team of the following information - indicate time, location, address details if a home visit, who you are seeing and estimated time of, finish or return to school. Staff should provide sufficient location details to enable assistance to be provided in an emergency. This is particularly important when making a home visit and/or where a possible ongoing risk has been identified. If your plans or estimated time of return change you must ensure you contact the school.

All staff must provide the school with appropriate personal information. This information must only be used in an emergency and the school must ensure it is held securely to avoid inappropriate disclosure. Information should include:

- Details of car make, model, colour and registration number if appropriate.
- Home address and telephone number.
- Mobile telephone number.
- Details of next-of-kin.

Working out of hours

There may be occasions when contact with children and parents will require staff to work outside of normal working hours. For example, if a parent is not available during the day due to work commitments. Visits must be discussed with a member of the Leadership team, taking into account any risk factors that may be pertinent. Appropriate control measures, such as a buddy system described below, must then be agreed and implemented. If no risks are identified normal protocols will apply.

Home visits should only be undertaken where there is a clear business or safeguarding reason. Visits must be authorised by a member of the Senior Leadership Team and preceded by a risk assessment where appropriate. Consideration should always be given to joint visits where risk factors are identified.

Monitoring/buddy system

In cases where a monitoring/buddy system has been agreed as part of a risk assessment process the following will apply:

- If during office hours admin will alert a member of the Leadership team if staff member has not returned to or contacted the school within 30 minutes of expected return time/finish time.
- Where agreed check-in arrangements fail:
 - Attempt telephone contact
 - Attempt alternative emergency contact routes
 - Notify the Headteacher or designated senior leader
 - Consider contacting emergency services if there are genuine concerns for the employee's welfare.
- If out of hours it is the worker's responsibility to contact the agreed designated contact person (Member of the Leadership team) to advise they have finished and are on their way home.
- Mobile telephones must be kept switched on until contact has been made with the designated member of the Leadership team.
- In both instances, if an individual staff member for any reason is aware that they will not be

- contactable on their mobile they must ensure that an alternative contact number is given.
- Where appropriate, a confidential code word or phrase may be agreed between the employee and supervising manager.

Reporting of incidents

Any incident must be recorded and reported to a member of the leadership team. This must be done as soon as possible so that others are not put at risk. If the incident suggests a child may be at risk the safeguarding and child protection policy must be followed. If the incident involves aggression to the member of staff, then the Assault Guidance must be followed.

One to one teaching and support

The nature of our work means there will be many occasions where staff work one to one with pupils. This must always be considered as part of a risk assessment. Rooms/ locations for this must be carefully considered. One-to-one work should take place in rooms with appropriate visibility, such as viewing panels, open sightlines or nearby staff presence. Staff should follow the School Staff Code of Conduct and safeguarding procedures at all times.

Outreach/outside agency staff must sign in at the main entrance of the school. Carefully consider where they work especially if they have been instructed to work one to one with pupils. Pupils must not be seen without written parent/carer permission.

Personal Safety

Staff should take reasonable precautions when working alone or travelling for work. Additional guidance may be provided through risk assessments, training and health and safety procedures.

Wellbeing

Employees should not undertake lone working activities if they feel unsafe, unwell or insufficiently trained. Concerns should be raised with their line manager as soon as possible.

The school recognises that lone working may increase feelings of isolation and will provide appropriate supervision and support.

Caretaker and Site Staff Arrangements

Staff opening, closing or working alone on school premises must:

- Ensure access to a working mobile phone.
- Keep external doors secured where appropriate.
- Inform a designated colleague of their whereabouts.
- Avoid carrying out high-risk tasks alone.
- Follow school emergency procedures.

High-risk activities must not be undertaken whilst working alone unless specifically risk assessed and authorised.

References:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- School Health and Safety Policy
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Whistleblowing Policy

Related policies and documents:

Code of Conduct
Health and Safety Policy
Whistle Blowing Policy
Safeguarding and Child Protection Policy
Visitor Policy
Keeping Children Safe in Education
Working Together to Safeguard Children