

# Beacon Alternative School CIC (and Alternative Provision)

## Lone Working Policy



**Date:** January 2026  
**Written by:** O'Connell/Field  
**Review Due by:** January 2027

**Note:** Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration. This policy applies to all staff, young people, parents/carers, volunteers, and professionals working with Beacon across all settings.

### 1. Introduction

Beacon Alternative Provision recognises that lone working can present additional risks, particularly when working with young people in homes, community settings, or off-site venues. This policy sets out the arrangements in place to protect staff, young people, and others when lone working is required.

Beacon is committed to ensuring lone working is planned, risk-assessed, and supported, with safeguarding and staff wellbeing at the centre of practice.

### 2. Purpose

This policy aims to:

- Identify and reduce risks associated with lone working
- Provide clear guidance for staff working alone
- Ensure appropriate safeguarding and health and safety measures
- Support staff to work confidently and safely

### 3. Scope

This policy applies to:

- All staff, including temporary and sessional staff
- Volunteers and contractors where applicable

It applies when staff are:

- Working one-to-one with young people
- Working in homes, community venues, or off-site locations
- Working without direct supervision or immediate support from colleagues

### 4. Definition of Lone Working

Lone working refers to any situation where a member of staff works without:

- The direct presence of another Beacon staff member
- Immediate access to on-site managerial support

This may include home-based teaching, community activities, or travel linked to Beacon provision.

### 5. Legal and Safeguarding Framework

This policy is informed by:

- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations
- Safeguarding and child protection guidance
- Beacon's Health and Safety and Safeguarding policies

### 6. Risk Assessment

Lone working must be risk assessed before it takes place.

Risk assessments consider:

- The young person's needs, behaviour, and known risks
- The location and environment
- Time of day and duration
- Travel arrangements
- Previous incidents or concerns

Risk assessments are reviewed regularly and updated following any incident or change in circumstances.

## **7. Lone Working Procedures**

### **7.1 Pre-Visit Planning**

Before lone working takes place, staff must:

- Ensure the visit is authorised and planned
- Have access to relevant background and risk information
- Share visit details with a designated contact person
- Ensure a charged mobile phone is available
- Plan arrival and departure times

Staff must not attend any visit that has not been agreed and risk assessed.

### **7.2 Communication and Check-In**

Beacon ensures that lone workers:

- Have a named contact person
- Agree check-in and check-out times
- Know the escalation procedure if contact is missed

Failure to check in will trigger agreed follow-up actions.

### **7.3 During Lone Working**

Staff must:

- Maintain professional boundaries at all times
- Follow safeguarding and behaviour guidance
- Remain aware of exit routes
- Avoid unsafe or unplanned situations

If a staff member feels unsafe at any point, they must leave the situation immediately and inform management.

### **7.4 Post-Visit Actions**

After lone working activity, staff must:

- Confirm they have left the location safely
- Report any concerns or incidents
- Record relevant information as required

## **8. Emergency Procedures**

In an emergency, staff must:

- Contact emergency services if required
- Remove themselves from danger where possible
- Inform their designated contact or manager as soon as it is safe
- Complete an incident report following the event

## **9. Training and Support**

Staff required to work alone receive guidance and support on:

- Lone working risks and procedures
- Safeguarding expectations
- Incident reporting
- Managing boundaries and personal safety

Regular supervision and debriefing are provided.

## **10. Roles and Responsibilities**

### **Head of Provision**

Overall responsibility for lone working arrangements and compliance.

### **Managers**

Ensure risk assessments are completed and reviewed.

### **Staff**

Follow lone working procedures and report concerns promptly.

## **11. Monitoring and Review**

Lone working arrangements are monitored through:

- Incident and safeguarding reviews
- Supervision and staff feedback
- Review of risk assessments

This policy is reviewed annually or sooner if required following an incident or change in practice.

## **12. Related Policies**

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Incident Reporting Policy
- Behaviour Policy
- Staff Code of Conduct