



Lone Working Policy

1. Policy Statement

This policy is intended to protect the health, safety, and welfare of all Rootz employees who may be required to work alone as part of their duties within the alternative education setting. We are committed to managing the risks associated with lone working and ensuring that Rootz staff are supported and safeguarded at all times.

2. Scope

This policy applies to all Rootz employees, contractors, and volunteers who engage in work activities without direct supervision, whether at our premises, in learners' homes, during outreach, or in community settings.

3. Definition of Lone Working

Lone working refers to situations where an individual works without direct or close supervision, including but not limited to:

- Home tutoring sessions
- Outreach support or mentoring
- Travelling alone for work

- Working outside regular hours without colleagues present
- Admin or planning from a remote or home-based setting

4. Responsibilities

Employer:

- Assess and manage risks associated with lone working
- Provide training, guidance, and support to lone workers
- Ensure communication systems and emergency procedures are in place

Employee:

- Follow procedures outlined in this policy
- Take reasonable care for their own safety and others who may be affected
- Report any concerns or incidents as soon as possible

5. Risk Assessment

Risk assessments must be carried out before any lone working activity begins. This includes assessing:

- The environment and location of work
- The nature of the task and potential hazards
- The health and personal safety risks to the employee
- Access to emergency support

These assessments must be reviewed regularly and when circumstances change.

6. Procedures for Lone Workers

- **Pre-visit checklist** must be completed (if visiting learner homes or unfamiliar locations)
- **Regular check-ins** via phone/text with a manager or colleague
- **Emergency contact details** must be accessible and updated
- A shared diary or scheduling system should be used to log location and time of lone working
- Lone working should be avoided after dark or in high-risk areas wherever possible

7. Communication Systems

All lone workers must:

- Carry a fully charged mobile phone
- Use location-sharing features when possible
- Be contactable throughout the lone working period
- Use pre-agreed check-in times to report safety

8. Incident Reporting

Any incident, concern, or near-miss involving lone working must be reported promptly to the designated Rootz safeguarding lead or line manager. A review will be conducted and actions taken as needed to prevent recurrence.

9. Training and Support

All lone workers will receive training in:

- Personal safety
- Risk assessment
- Emergency procedures
- De-escalation and conflict management (where applicable)

Support such as supervision, reflective practice, or wellbeing check-ins will be available to lone working staff.

10. Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation, working practices, or identified risks.

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