

Journey Education Group Lone Working Policy

September 2026



Implementation Date: September 2026

Review Date: September 2027

Date Policy Agreed: September 2026

1. Legal Framework and Definition

- **Definition:** Lone working refers to any situation where staff perform their duties alone—either on school premises outside normal hours or off-site (such as home visits) without direct supervision or immediate access to assistance.
- **Legal Duty:** Operates under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. Roles and Responsibilities

- **Headteacher/CEO:** Overall responsibility for implementing the policy, approving lone working activities, and reviewing risk assessments annually.
- **Line Managers / Supervisors:** Ensuring risk assessments are done, safe systems of work are used, and staff receive proper training.
- **Staff Members:** Following safety procedures, assessing risks before starting tasks, and notifying a contact person when starting and finishing lone work.

3. High-Risk Activities Prohibited Alone

- Working at height (e.g., using ladders or roofs).
- Handling heavy lifting or hazardous chemicals/substances without training.
- Meeting parents, contractors, or members of the public alone outside of regular hours.
- Handling cash or large sums of money.

4. On-Site Safety Procedures

- **Access Control:** Keep external doors and windows locked from the inside to prevent unauthorised entry.
- **Check-ins:** Inform a colleague, family member, or the site manager when arriving and leaving the building.
- **Communication:** Carry a fully charged mobile phone with a reliable signal at all times.
- **Parking:** Park in well-lit areas close to the main entrance.

5. Off-Site and Home Visit Procedures

- **Prior Approval:** Obtain headteacher/CEO or line manager consent before conducting home visits.
- **Itinerary Sharing:** Leave details of the visit location, expected duration, and car registration with a designated school contact.
- **Aborting Visits:** Withdraw immediately if the situation feels unsafe, aggressive, or

hostile.

6. Emergency Procedures

- **Medical / Crime Emergencies:** Call **999** immediately in cases of serious injury, fire, or immediate danger.
- **Non-Urgent Advice:** Call **111** for non-urgent medical concerns.
- **Incident Reporting:** Report all near-misses, verbal abuse, or injuries to the headteacher so records can be updated and investigated.

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