



Lone Working Policy

The Nest Alternative Provision

Location: The Magpie Centre RDA

Approved Date: 01.09.2025

Review Date: September 2026

Policy Owner: The Nest Alternative Provision

1. Policy Statement

The Nest Alternative Provision is committed to ensuring the health, safety, and welfare of all employees, volunteers, contractors, and visitors. We recognise that some roles may require staff to work alone or in relative isolation, which can increase risk. This policy sets out the arrangements in place to manage and reduce risks associated with lone working.

2. Scope of the Policy

This policy applies to all staff, sessional workers, volunteers, and contractors who may be required to work alone, including one-to-one pupil work, early or late working, lone site duties, and isolated areas.

3. Definition of Lone Working

Lone working refers to situations where an individual works by themselves without close or direct supervision, or where assistance is not readily available.

4. Legal Framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999



- Working Together to Safeguard Children
- Keeping Children Safe in Education

5. Risk Assessment

Suitable and sufficient risk assessments will be completed, implemented, and reviewed regularly. Risks may include challenging behaviour, medical needs, environmental hazards, animals, and outdoor terrain.

6. Responsibilities

Employer responsibilities include providing training, supervision, and communication systems. Staff must follow procedures, report concerns, and avoid unsafe lone working.

7. Safeguarding Considerations

Lone working must never compromise safeguarding. Staff should keep doors open where appropriate and follow safeguarding procedures at all times.

8. Control Measures

Control measures may include prior approval, check-in systems, mobile phones or radios, session planning, and clear exit strategies.

9. Emergency Procedures

In an emergency, staff should prioritise safety, contact emergency services if required, notify a senior leader, and record the incident.

10. Training and Support

Lone working arrangements will be covered during induction and reinforced through ongoing training and supervision.



11. Monitoring and Review

This policy will be reviewed annually or following incidents, changes in legislation, or operational changes.