



Replenish Learning

Lone Working Policy

Last Reviewed: July 2025

Next Review: July 2027

1. Policy Statement

Replenish Learning is committed to ensuring the health, safety, and welfare of all staff who work alone with children or young people. This includes work undertaken both on and off site, including educational visits, transport arrangements, and one-to-one sessions. This policy is underpinned by our safeguarding responsibilities, in line with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and Keeping Children Safe in Education (KCSIE) 2024 statutory guidance.

2. Scope

This policy applies to all staff, contractors, volunteers, and visiting professionals working with Replenish Learning, either on the premises or off-site, with children and young people aged 5 to 16.

3. Definition of Lone Working

Lone working refers to situations where a member of staff is working without direct supervision or alone with a child or group of children, including but not limited to:

- Teaching one-to-one in a classroom or workspace.
- Transporting a student in a vehicle without another adult present.
- Working out of hours on-site or off-site.
- Carrying out home visits, welfare checks, or off-site interventions.

4. Roles and Responsibilities

The Management Team will:

- Ensure appropriate risk assessments are completed.

- Provide adequate training and support.
- Monitor the effectiveness of safety systems (CCTV, dashcams).
- Approve lone working where risk is deemed low and mitigated.

Staff must:

- Adhere to all safeguarding and health & safety procedures.
- Only transport students if they have submitted proof of valid business insurance.
- Use allocated dash cams for all off-site sessions involving lone working.
- Inform management of their whereabouts and expected return time.
- Immediately report any concerns or incidents.

5. Control Measures

Replenish Learning has implemented the following control measures to ensure the safety of lone workers:

a. CCTV and Audio Monitoring

- All classrooms, corridors, and shared kitchen areas are equipped with CCTV cameras with audio capability.
- Footage is monitored periodically and reviewed where concerns arise in line with GDPR and safeguarding protocols.

b. Dash Cams for Off-Site Work

- Dash cams must be used when transporting students alone in a vehicle.
- Staff are responsible for ensuring the device is working and securely mounted before departure.

c. Business Vehicle Insurance

- Staff are only permitted to transport students if they have provided proof of business-use insurance.
- Copies of such documents are securely stored in staff files.

d. Risk Assessments

- All lone working situations are risk assessed before commencement.

- Individual risk assessments take into account the nature of the activity, student profile, location, time, and required travel.

e. Communication Procedures

- Staff must sign out when leaving the premises and sign in on return.
- For off-site sessions, staff should carry a charged mobile phone at all times.
- Staff must notify the Designated Safeguarding Lead (DSL) or their line manager of their location and timeframes.

6. Training

All staff are provided with training as part of their induction and ongoing CPD on:

- Lone working protocols
- Safe transport of students
- Safeguarding in one-to-one situations
- Reporting and escalation procedures

7. Emergency Procedures

In the event of an incident or emergency during lone working:

- Staff must contact the management team or DSL immediately.
- If at risk of harm, staff should contact emergency services (999) without delay.
- All incidents must be recorded and investigated to prevent recurrence.

8. Review and Monitoring

This policy will be reviewed every two years or in response to significant changes in legislation, best practice, or incidents. Compliance will be monitored through internal audits and staff feedback.

Signed:

Atique Khan
Business Manager / DSL
Replenish Learning
Date: 12/07/2025