

**Lone Working Policy**

**1. Introduction**

Stepping Stones Alternative Provision (SSAP) is committed to ensuring the safety, health, and well-being of all employees, particularly those who may be required to work alone. This policy outlines the measures to be taken when employees are working alone with young people aged between 11 and 16, including those with special educational needs (SEN) and behavioural needs.

**2. Purpose**

The purpose of this policy is to:

* Ensure the safety and well-being of staff members who work alone.
* Provide guidelines for assessing risks associated with lone working.
* Establish clear procedures and support mechanisms for lone workers.
* Promote awareness and training to minimise risks.

**3. Scope**

This policy applies to all employees, volunteers, and contractors who may be required to work alone, either on or off the premises, including during home visits, one-on-one sessions, and any other activities that involve working alone with young people.

**4. Definitions**

* **Lone Working**: Situations where staff members work without direct or immediate support from colleagues or supervisors.
* **Young People**: Individuals aged between 11 and 16 under the care of SSAP, including those with SEN and behavioural needs.
* **Risk Assessment**: The process of identifying hazards and evaluating risks associated with lone working to implement appropriate control measures.

**5. Risk Assessment**

Before any lone working activity, a thorough risk assessment must be conducted, considering:

* The specific needs and behaviours of the young person involved.
* The environment in which the work will take place.
* The time of day and duration of the lone working activity.
* The availability of communication tools and emergency support.
* The experience and training of the staff member.

The risk assessment should be documented, regularly reviewed, and updated as necessary.

**6. Procedures**

**6.1. Pre-Work Planning**

* All lone working activities must be planned and approved by the Head of Provision
* Staff should familiarise themselves with the individual care plans, risk assessments, and any relevant behavioural strategies for the young person they will be working with.
* Ensure that a communication plan is in place, including check-in times and emergency contact procedures.

**6.2. During Lone Working**

* Staff must have access to a mobile phone or other communication devices at all times.
* Regular check-ins with a designated colleague or supervisor are mandatory.
* If a situation escalates or becomes unmanageable, the staff member must seek immediate support by contacting the Head of Provision or an emergency service if necessary.
* Maintain professional boundaries at all times and avoid compromising situations.

**6.3. Post-Work Reporting**

* After completing a lone working session, staff must report back to their Head of Provision with an update regarding the lone working time.
* Any incidents or concerns arising during the lone working period should be documented and reported as soon as possible.
* Debriefing sessions may be arranged to provide support to the lone worker and to review any issues that arose.

**7. Training**

All staff members involved in lone working must receive appropriate training, which includes:

* Understanding the risks associated with lone working.
* Strategies for managing challenging behaviours.
* Emergency procedures and communication protocols.
* Personal safety and de-escalation techniques.

**8. Support and Supervision**

* Regular supervision sessions will be provided to discuss any concerns related to lone working.
* Access to support services, including counselling, will be made available to staff members who may need it.
* The organisation will foster a culture of openness where staff feel comfortable discussing lone working concerns.

**9. Roles and Responsibilities**

* **Management**: Responsible for ensuring that this policy is implemented effectively, conducting risk assessments, providing necessary resources, and reviewing the policy regularly.
* **Staff**: Responsible for following this policy, attending training, conducting themselves professionally, and reporting any concerns or incidents related to lone working.
* **Supervisors**: Responsible for supporting lone workers, maintaining regular contact during lone working activities, and responding promptly to any issues or emergencies.

**10. Policy Review**

This Lone Working Policy will be reviewed annually or sooner if there are significant changes in working practices or legislation. The review process will involve consultation with staff to ensure that the policy remains effective and relevant.

**11. Conclusion**

The safety and well-being of our staff are of utmost importance. By following this policy, Stepping Stones Alternative Provision aims to create a safe working environment for those who work alone with young people, particularly those with special educational needs and behavioural challenges.

**Approved by:**
Joshua Roscoe

Head of Provision- Stepping Stones Alternative Provision

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**Next Review Date:**
15/08/2025