



Lone Worker Policy

This policy was created on 23.04.23 and will be reviewed annually.

This policy was reviewed on 18.04.24 with no changes.

This policy was reviewed on 09.05.25 with the addition of:

- Ensuring that appropriate support is given to teachers involved in any incident.

In section 3, Roles and Responsibilities.

Policy Update Note

Date of Update: 28 November 2025

Summary of Changes:

This policy has been revised to strengthen compliance and clarity by adding detailed cross-references between:

- The Lone Worker Policy
- The Policy for Transporting Pupils in Teacher's Own Cars.

These changes improve alignment across policies and support safer working practices.

Key overlap areas of The Lone Worker Policy and The Policy for Transporting Pupils in Teacher's own Cars.

1. Legal Framework

Both policies reference *Health and Safety at Work Act 1974* and *Management of Health and Safety at Work Regulations 1999*.

This policy must be read alongside the Teachers transporting pupils in their own vehicles policy to ensure compliance with risk assessment, communication, and safeguarding requirements when transporting pupils.

2. Risk Assessments

- Transporting pupils' policy risk assessment must be in place.
- Lone Worker policy includes Transporting pupils in private vehicles risk assessment. if a teacher is teaching a pupil in their home a Lone Worker's Risk Assessment for home visits and Working in Pupil's Homes must be completed.

3. Safeguarding & Child Protection

Both policies refer to the Child Protection and Safeguarding Policy. Safeguarding procedures apply during transport and lone working.

4. Communication & Emergency Procedures

Lone Worker policy requires teachers to share location and schedule.
All journeys with pupils must be logged.

This policy must be read in conjunction with the Policy for Transporting Pupils in Teacher's Own Vehicles. Where teachers transport pupils in their own vehicles, they are considered lone workers and must follow lone working procedures, including risk assessments, communication protocols, and safeguarding requirements.

Statement of intent

Bespoke Learning Ltd. recognises that all teachers undertaking work for Bespoke Learning Ltd. are required to work by themselves, without close or direct supervision and sometimes in isolated work areas.

This policy applies to all situations involving lone working arising in connection with the duties and activities of teachers. The policy outlines lone working procedures and what is expected of teachers who undertake lone working.

This policy aims to:

- Increase teacher's awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic way and that safe systems and methods of work are put in place to reduce that risk so far as is reasonably practicable.
- Ensure that appropriate support and training is available to all teachers that equips them to recognise risk and provides practical advice on staying safe when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to teachers related to lone working.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

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

This policy operates in conjunction with the following Bespoke Learning Ltd.'s policies:

- Health and Safety Policy
- Lone Worker Risk Assessment
- Transport Policy
- Transporting pupils in private vehicles risk assessment
- Driving checks consent form
- Child Protection and Safeguarding Policy
- Allegations Management policy
- Home Visit Risk Assessment

2. Definitions

For the purpose of this policy, 'lone working' refers to situations where teachers, in the course of their duties, work alone either and are physically isolated from colleagues, possibly without immediate access to assistance.

3. Roles and responsibilities

Dawn Griffiths, Director and DSL of Bespoke Learning Ltd is responsible for:

- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with lone working.
- Implementing this policy.
- Reviewing this policy on an annual basis.
- Ensuring that all teachers are aware of this policy.
- Identifying situations where teachers work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own.
- Ensuring that the relevant risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with lone working.
- Ensuring that teachers identified as lone workers are given appropriate information, instruction and training that is updated as necessary.
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents.
- Ensuring that appropriate support is given to teachers involved in any incident.

Lone workers are responsible for:

- Taking reasonable care of themselves and others affected by their working.
- Following Bespoke Learning Ltd.'s policies and procedures for safe working.

- Reporting all incidents that may affect the health and safety of themselves or others, and asking for advice as appropriate.
- Taking part in training related to lone working as required.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Ensuring they have the necessary equipment with them while lone working. E.g. A charged mobile phone
- Adhering to all necessary policies and procedures at all times while lone working.
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- Adhering to all necessary policies and procedures at all times while lone working.

4. Risk assessment

Prior to a teacher undertaking lone working, a risk assessment will be conducted by Dawn Griffiths.

The risk assessment will cover all work proposed to be undertaken alone and where risk may be increased by the work activity itself or by the lack of available assistance should something go wrong.

Depending on the tasks the teacher is proposing to undertake, the risk assessment will cover the following as appropriate:

- The teacher's medical fitness and suitability to work alone
- Channels of communication
- Any specific risks related to the lone working activity
- The risk of violence
- Access, in and out of a building
- Reporting and recording arrangements
- The ability to trace the teacher's whereabouts
- Situational hazards

Any teacher who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, will inform Dawn Griffiths as soon as possible.

5. Procedures for lone workers

During working hours, all teachers will provide written details to Dawn Griffiths of where they are going and their estimated time of arrival back home.

If, during the day, a lone worker's plans change significantly, they will contact Dawn Griffiths to inform her of changes to their schedule.

Lone workers will ensure they have their provided personal safety equipment with them prior to lone working and that the equipment is working.

If a teacher's member is required to work alone with a child or vulnerable adult, they will follow the procedures outlined in the Child Protection and Safeguarding Policy.

Teacher's will have access to adequate first aid facilities in the centres that they work in. If there is not a first aid kit within a centre, then the teacher will carry a first aid kit suitable for treating minor injuries. Under no circumstances should a teacher compromise their personal safety. If a lone worker teacher feels in danger, they will remove themselves from the situation immediately, along with the student they are responsible for.

Where there is a genuine concern about the whereabouts or safety of a teacher, Dawn Griffiths will use the information held on record to try and ascertain the whereabouts of him/her. If contact cannot be made, Dawn Griffiths will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

Teachers transporting pupils in their own vehicles must comply with the Transporting Pupils in Teacher's Own Car Policy, including driving licence, insurance, and MOT checks.

6. Home visits

A list of home visits is kept securely by Dawn Griffiths in a password protected online file. This record includes details of the following:

- The address the teacher is visiting
- Details of the persons whom they are visiting
- A known contact number for the lone worker teacher and the persons they are visiting
- How long the teacher expects to be at the location

Once in place, appointment arrangements should be adhered to. The teacher will notify Dawn Griffiths of any changes to their schedule.

Visits deemed high risk, e.g. where there is a history of violence or the location is high risk, will only be undertaken if absolutely necessary. In these cases, the teacher may request a meeting in a more suitable location or to be accompanied by Dawn Griffiths. A Home Visit Risk Assessment will be undertaken where necessary.

During a home visit, the lone worker will:

- Carry an ID badge and be prepared to identify themselves.
- Carry out a '10 second risk assessment' when they first arrive at the location. If they feel in danger, they should have an appropriate reason to not enter the house and arrange an alternative appointment.
- Be aware of any animals in the house and ask for them to be secured in a separate room.
- Ensure that they shut the door behind them and make themselves familiar with the door lock, in case an emergency exit is required.
- Not position themselves in the corner of a room or in a situation where it is difficult to escape.
- Remain calm and focused at all times, and keep their possessions close to them.

7. Safeguarding

If a lone worker is required to conduct one-to-one sessions with pupils, within the home, the following guidelines will be adhered to:

- A full and appropriate risk assessment will be undertaken prior to any sessions taking place.
- The Child Protection and Safeguarding Policy will be adhered to at all times.
- Meetings or sessions will never be held in remote or secluded areas.
- Dawn Griffiths will always be informed of when and where a one-to-one session is taking place.
- The teacher will not use 'engaged' or equivalent signs on rooms used for one-to-one session.
- Doors will be kept open during sessions – where this is not possible, the teacher will ensure both parties are visible through a window.
- When holding the session, will arrange the room to avoid unnecessary physical contact
- If possible, both parties will sit near to the door during sessions, particularly in a private room.
- If a pupil becomes emotionally distressed or angry, the teacher will seek assistance and a record will be kept of the incident.

Any allegations against a teacher will be dealt with in line with the Allegations Management Policy.

8. Training

All teachers will be fully trained in safe working practices.

9. Safety issues

Teachers will report incidents such as accidents, near misses and threatening situations to Dawn Griffiths who will keep a record and decide an appropriate course of action in line with safeguarding procedures.

Teachers should raise any safety concerns with Dawn Griffiths, who will arrange for additional precautionary measures to be put in place.

10. Monitoring and review

This policy will be reviewed annually by Dawn Griffiths, Director of Bespoke Learning Ltd.

The next review will be on 26.11.2026.