



Green Labyrinth Lone Working Policy 2025/2026

Title	Lone Working Policy 2025/2026
Author/Owner	HR Manager
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Review by	Karen stew
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Statement of Policy

Green Labyrinth Staff are required to work on their own with students so both the individual staff member and their line manager have a duty to assess and minimise the risks which lone working presents. This policy should be read in conjunction with the Health and Safety Policy and the Child Protection and Safeguarding Policy.

Purpose

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities that people have and describe the procedures that will minimise the risks. It is not intended to raise anxiety unnecessarily but to give staff a framework for managing potentially risky situations.

Related Policies

- Safeguarding Policy
- Health and Safety Policy

Scope

This policy applies to any staff who may be working alone at any time.

Definition

Within this document lone working refers to situations where staff work alone or are physically isolated from colleagues without immediate access to assistance.

Security of Buildings:

- All appropriate steps are taken to control access to the building
- Staff are familiar with fire procedures and know the locations of exits
- There is access to a telephone
- Wherever possible staff park in a well-lit area of the car park or on the road
- Risk Assessments must be completed and reviewed annually or earlier if any issues arise

Security of Staff Working outside the Building:

- Staff must contact us to confirm arrival and leaving times when completing Home School sessions.
- Staff must ensure they park as close to the place they are visiting.

- Staff must ensure that a parent/carer is on site at all times when learners are being taught at home or remotely.
- Staff must complete a Risk Assessments to be reviewed annually or earlier if any issues arise.

Personal Safety

- Staff must sign in and out of buildings
- Before working alone staff should make an assessment of risk in conjunction with their line manager
- Staff should notify their line manager if they are going on a home visit
- Staff working away from the office must ensure they have access to a mobile phone at all times. Staff are responsible for checking their phone is fully charged and in working order.
- If a member of staff or student does not follow the scheduled timetable as expected their line manager should check the situation using emergency contact numbers

Assessment of Risk

- Staff should be fully briefed in relation to risk as well as the task
- Communication, checking-in and fallback arrangements must be in place
- There is an assessment of each individual student risk before staff are able to lone work
- Staff must ensure that when using their own vehicle, they have business insurance on their vehicle.