

Beacon Alternative Provision

Lone Working Policy



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1. Introduction

Beacon Alternative Provision recognises that lone working presents unique challenges and risks, particularly when working with children in their homes or at mutually agreed venues. This policy outlines the procedures and safeguards to ensure the safety and well-being of employees working alone in these settings.

2. Scope

This policy applies to all employees of Beacon Alternative Provision who work alone with children, whether in the child's home or another agreed location.

3. Definitions

- **Lone Working:** Working without direct supervision or the presence of a colleague.
- **Agreed Venue:** A location mutually decided by the employee, the child's parents/carers, and Beacon Alternative Provision that is deemed safe for work activities.

4. Responsibilities

4.1 Management Responsibilities

- Ensure risk assessments are conducted for lone working situations.
- Provide appropriate training and resources to employees.
- Establish and maintain a communication plan for lone workers.

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- Monitor and review the effectiveness of the lone working policy.

4.2 Employee Responsibilities

- Follow the lone working procedures and guidelines outlined in this policy.
- Report any incidents, concerns, or safety issues to management immediately.
- Ensure personal safety is prioritised in all lone working situations.
- Keep communication devices charged and accessible at all times during lone working hours.

5. Risk Assessment

Prior to any lone working assignment, a risk assessment must be conducted to identify potential hazards and implement control measures. This includes:

- Assessing the child's home environment or the mutually agreed venue.
- Evaluating the nature of the work to be conducted.
- Considering the time of day and duration of the visit.
- Identifying any known risks related to the child or their family.

6. Procedures for Lone Working

6.1 Pre-Visit Preparation

- Obtain full details of the child and the visit location.
- Ensure the visit has been authorised by management.
- Plan the visit, including route and estimated duration.
- Inform a designated colleague or manager of the visit details.

6.2 Communication Plan

- Establish regular check-in times with a designated contact person.
- Use mobile phones or other communication devices to maintain contact.
- Agree on a procedure for raising the alarm if contact is not made as scheduled.

6.3 During the Visit

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- Maintain professional boundaries and adhere to Beacon's code of conduct.
- Be aware of exit routes and avoid compromising situations.
- Do not carry out tasks that have not been risk-assessed and approved.
- Trust your instincts—leave immediately if you feel unsafe and inform management.

6.4 Post-Visit Protocol

- Check in with the designated contact person upon leaving the visit location.
- Report any incidents or concerns to management immediately.
- Document the visit details, including any issues or deviations from the plan.

7. Emergency Procedures

In the event of an emergency during a lone working visit:

- Contact emergency services if immediate assistance is required.
- Inform the designated contact person as soon as it is safe to do so.
- Follow the emergency protocols outlined by Beacon Alternative Provision.
- Complete an incident report as soon as possible after the event.

8. Training

All employees required to work alone will receive training on:

- The risks associated with lone working.
- Procedures for maintaining safety and communication.
- How to respond to emergencies and report incidents.
- Understanding and implementing this lone working policy.

9. Monitoring and Review

- Regular reviews of lone working practices and risk assessments will be conducted.
- Employee feedback on lone working experiences will be sought and considered.
- The policy will be reviewed annually or following any significant incident or change in working practices.

10. Support for Lone Workers

Beacon Alternative Provision is committed to supporting its lone workers through:

- Regular supervision and debriefing sessions.
- Access to counselling and support services if needed.
- Ensuring a supportive and responsive management structure.

By following this policy, Beacon Alternative Provision aims to minimise the risks associated with lone working and ensure the safety and well-being of all employees working in these challenging environments.