



Cornerstone Learning CIC

Lone Working Policy

1. Policy Statement

At Cornerstone Learning CIC, the safety and wellbeing of staff, pupils, and visitors are our highest priority. We recognise that lone working — where staff work without direct supervision or alongside colleagues — may present increased risks. This policy sets out how we manage and reduce these risks to ensure staff and pupils remain safe.

2. Purpose

The purpose of this policy is to:

- Define what constitutes lone working within our provision.
 - Outline the responsibilities of staff and managers in relation to lone working.
 - Ensure robust systems are in place to manage risk and safeguard both staff and pupils.
 - Comply with health and safety legislation, safeguarding duties, and local safeguarding partnership procedures.
-

3. Scope

This policy applies to all employees, agency staff, contractors, volunteers, and governors of Cornerstone Learning CIC. It covers all lone working situations, whether on or off-site, during or outside of standard working hours.



4. Definition of Lone Working

Lone working may include, but is not limited to:

- Working in isolated areas of the building (e.g., classrooms, offices, sensory rooms).
- Home visits or outreach work.
- Working outside of normal school hours (e.g., before 8am, after 5pm, or weekends).
- One-to-one work with a pupil, including interventions or supervision.
- Travelling alone between sites or to external meetings.

5. Roles and Responsibilities

Governing Body / Proprietor

- Ensures that a robust lone working policy and procedures are in place.

Headteacher / Senior Leadership Team

- Assess and review risks associated with lone working.
- Provide staff with training, guidance, and equipment to manage lone working safely.
- Ensure all incidents are recorded and investigated.

Designated Safeguarding Lead (DSL)

- Ensure lone working procedures align with safeguarding requirements.
- Provide guidance on safe one-to-one practice with pupils.

All Staff



- Take personal responsibility for their own safety and wellbeing.
 - Follow all lone working procedures and risk assessments.
 - Report any incidents, concerns, or hazards immediately.
 - Never place themselves in situations that compromise safety.
-

6. Risk Assessment

Risk assessments must be carried out for all lone working activities. Assessments will consider:

- The nature of the task (e.g., one-to-one work, home visit, physical intervention).
 - The environment (isolated areas, community settings, travel routes).
 - The pupil's needs, behaviours, and potential risks.
 - Staff member's experience, training, and capacity to manage the task.
 - Communication systems in place (e.g., phone, walkie-talkie, sign-in/out).
-

7. Safe Working Procedures

On-site lone working

- Staff must sign in/out when entering or leaving the building outside normal hours.
- Ensure at least one other person (colleague, site staff, or senior leader) is aware of your presence.
- Keep accessible communication
- Avoid working in isolated areas.



- Do not meet with parents, visitors, or contractors on-site alone.

One-to-one work with pupils

- Always undertake a risk assessment for one-to-one sessions.
- Doors should remain open, or rooms must have clear vision panels.
- Avoid working in remote areas of the building.
- Inform a colleague of the location and expected duration of the session.
- Never put yourself at risk if a pupil becomes aggressive — follow the positive handling and behaviour policy.

Home visits and off-site lone working

- All visits must be pre-approved by the Headteacher/DSL.
- Staff must carry an ID badge and a charged mobile phone.
- Visits should be logged in the school diary/system, including address, time, and expected duration.
- A colleague must be informed of arrival and departure times (“safe check-in/out system”).
- Staff must not enter a home if they feel unsafe — they should leave immediately and report to DSL/line manager.

Out-of-hours working

- Out-of-hours lone working should be avoided where possible.
- If unavoidable, inform a senior leader of working times and expected departure.
- External doors must be locked.
- Staff cars should be parked in well-lit, accessible areas.



8. Emergency Procedures

- In the event of an incident, staff must prioritise their own safety and contact emergency services (999) if needed.
- Report the incident to the DSL or Headteacher as soon as possible.
- Record all incidents or near-misses on the school incident reporting system.

9. Training and Awareness

- All staff will receive training on lone working procedures as part of induction and safeguarding updates.
- Staff working regularly in lone situations (e.g., outreach) will receive additional risk management and personal safety training.

10. Review and Updates

This Policy will be reviewed annually or when necessary to ensure it remains in line with best practices and legal requirements.

Acknowledgment

All staff members are required to read, understand, and adhere to this Policy .

By signing below, you confirm that you have read, understood, and agree to comply with the Cornerstone Learning CIC Staff Policy.

Name: _____

Signature: _____

Date: _____



Monitoring and Review

This policy will be reviewed annually to ensure it remains effective and relevant. Feedback from children, parents, and staff will be considered in the review process.

Quality Assurance

Cornerstone Learning will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

The directors will ensure action is taken to swiftly remedy any identified weaknesses within its procedures.

Policy Dates

Date of Policy Implementation: 4/02/2025

Date of Next Review: 04/02/2026

Approved by: Carina Greening