



ASPIRING MINDS TUITION

EDUCATION WELLBEING CREATIVE

LONE WORKING POLICY

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CONTACT US



07764501214



info@aspiringmindstuition.co.uk



aspiringmindstuition.co.uk

Lone Working Policy

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Lone Working Policy

1. Purpose

The purpose of this policy is to ensure that all staff and volunteers at Aspiring Minds Tuition (AMT) who work alone, either on-site, online, or in the community are safe, supported and appropriately protected. This includes those teaching remotely, delivering 1:1 tuition or travelling for AMT-related duties. This policy sets out responsibilities, risk management strategies and reporting procedures in line with best practice and national guidance.

2. Legal and Regulatory Framework

This policy is informed by the following legislation and statutory guidance:

- **Health and Safety at Work etc. Act 1974**
Places a legal duty on employers to take all reasonably practicable steps to protect the health, safety and welfare of employees, including those working alone.
<https://www.legislation.gov.uk/ukpga/1974/37/contents>
- **Management of Health and Safety at Work Regulations 1999**
Obliges employers to assess risks to health and safety, including those specific to lone working and to implement suitable control measures.
<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- **Working Alone – Health and Safety Executive (HSE) Guidance**
Provides best practice on identifying and managing risks for lone workers across various settings.
<https://www.hse.gov.uk/pubns/indg73.pdf>
- **Keeping Children Safe in Education (KCSIE) 2024**
Outlines safeguarding responsibilities, particularly relevant when lone working involves children or vulnerable learners.
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

3. Scope

This policy applies to all staff (permanent, temporary, contractors and volunteers) working for AMT in a lone capacity. Lone working may include:

- Delivering 1:1 tuition (in person or online)
- Working in a remote location (e.g. a learner's home)
- Being the last person in an office or teaching venue
- Transporting resources or learners (where agreed and risk assessed)
- Working from home in an isolated context

4. Roles and Responsibilities

The Designated Safeguarding Lead (DSL)/Director (AMT):

- Reviews lone working risk assessments for all relevant staff and situations
- Ensures training and safety measures are in place
- Reviews and updates this policy annually

Staff:

- Follow the Lone Working Policy at all times
- Report any concerns, incidents or near misses to the DSL
- Maintain contact with a designated colleague or manager during lone working sessions
- Complete the Risk Assessment for Lone Working when necessary
- Do not enter high-risk environments or breach safeguarding protocols

5. Risk Assessment and Safety Measures

Risk assessments must be completed before any lone working takes place. Key controls include:

- Pre-assessment of venue (e.g. learner's home or remote location)
- Clear schedule and expected duration logged with a manager
- Mobile phone or communication device accessible at all times
- Avoidance of physical meetings in private locations without appropriate risk management
- Online platforms must be secure, professional and recorded or monitored where appropriate

A Lone Working Risk Assessment template is available and must be completed by all lone workers and stored securely by AMT.

6. Communication and Monitoring

- Lone working sessions must be logged and communicated to a manager or DSL
- Staff must check-in before and after the session by call, message or via shared app
- For online sessions, tutors must use official AMT platforms only and keep session logs
- Unexpected changes (e.g. session overrun or no-show) must be reported immediately

7. Incident Reporting and Follow-Up

If a lone worker feels unsafe or experiences an incident:

- They must leave the situation (if safe to do so) and contact the DSL/Manager immediately

- All incidents must be logged using AMT's Incident Reporting Form
- Safeguarding concerns must follow the Safeguarding Policy procedure
- Debriefing and support will be offered where appropriate

8. Training and Support

All AMT staff and volunteers will receive:

- Induction covering lone working risks and expectations
- Safeguarding training including lone worker protocols
- Refresher training annually or when circumstances change

Volunteers who do not engage in unsupervised or higher-risk activities may receive a reduced training package, in line with their role and AMT's safer recruitment procedures.

9. Linked Policies

This Lone Working Policy should be read in conjunction with the following policies:

- **Health and Safety Policy**
Sets out the overall framework for maintaining a safe working environment, including lone working risks.
- **Safeguarding Policy**
Ensures procedures are in place to protect lone workers from potential harm or abuse.
- **Reasonable Adjustments Policy**
Details how adjustments are made to support lone workers with SEND or health-related needs.
- **Complaints Policy**
Provides a formal route for staff to report and resolve concerns related to lone working.
- **Staff Agreement: Code of Conduct**
Outlines professional expectations and responsibilities that support safe and appropriate lone working practices.

10. Monitoring and Review

This policy will be reviewed annually or when legislation or guidance changes. Risk assessments and lone working arrangements will be updated accordingly.

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