



## K N & P Limited

# Lone Working Policy

<b>Policy agreed (date):</b>	<b>01.08.24</b>
<b>Policy published (date):</b>	<b>01.08.24</b>
<b>Next review (date):</b>	<b>01.08.25</b>
<b>Policy reviewed by:</b>	<b>Kayley Butler (Director)</b>

<b>Key Personnel</b>			
<b>Role</b>	<b>Name</b>	<b>Tel.</b>	<b>Email</b>
<b>Proprietors</b>	<b>Philippa Bourne Kayley Butler Natalie Bourne</b>	<b>07716883051</b>	<b>Admin@knp-limited.com</b>
<b>Designated Safeguarding Lead</b>	<b>Philippa Bourne</b>	<b>As Above</b>	<b>Philippabourne@knp-limited.com</b>
<b>Deputy designated Safeguarding Leads</b>	<b>Natalie Bourne Kayley Butler</b>	<b>As Above</b>	<b><a href="mailto:Nataliebourne@knp-limited.com">Nataliebourne@knp-limited.com</a> <a href="mailto:Kayleybutler@knp-limited.com">Kayleybutler@knp-limited.com</a></b>

### **Introduction**

This policy outlines the procedures and measures to ensure the safety and well-being of staff members who may work alone in the provision. Lone working refers to situations where staff members work by themselves without close or direct supervision. Staff may need to use the outside areas with a student on a 1:1 basis, access the quiet room with the door shut on a 1:1 basis or escort a student to the toilet.

This policy applies to all employees who may be required to work alone at any time during their duties at the provision.



## Purpose

The purpose of this policy is to:

- Ensure the safety and security of staff working alone.
- Identify and assess potential risks associated with lone working.
- Establish procedures to minimize risks.
- Provide clear guidelines for staff to follow when working alone.

## Areas where lone working may occur

Students are supported on a 1:1 or 2:1 ratio, depending on their individual risk assessment provided by the commissioner.

Students always have access to the quiet room. Students must never be left alone in the quiet room. There may be times when students need to access this room to regulate or carry out work in a quieter space, the door may be closed but staff must ensure they are able to open it immediately should they need to or so that other staff can open it from the main room should they need to. Doors must not be blocked.

Students have access to the outside areas and may use these outside spaces supported by a member of staff. If you are accessing the outside space with a student, ensure that you have told a member of SLT where you are and have a mobile phone with you should you need to request additional support or send SLT any updates.

Students must be supervised when using the toilet as the building is shared with other businesses. Staff should stand outside the door or at the bottom of the stairs.

Any students requiring toileting support will have an individual risk assessment around this area of need which will be shared by management and staff will be made aware if this can be carried out on a 1:1 or 2:1 ratio.

## Risk Assessment

A risk assessment is conducted by the provision to identify any potential risks associated with lone working. The assessment considers

- The environment



- Staff's individual medical history
- The level of communication available (access to phones)
- The individual student's risk assessment

Based on the risk assessment, if it is not thought appropriate for a member of staff to be alone with a student, then they will be accompanied by a second member of staff and student's will be supported on a 2:1 ratio and doors to the quiet room will remain open.

## Responsibilities

Management:

- Ensure risk assessments are carried out and reviewed regularly.
- Maintain communication with staff.

Employees:

- Follow procedures outlined in this policy.
- Maintain communication with managers.
- Report any incidents, concerns or hazards to management immediately.

## Related Policies

Health and Safety Policy

Staff Behaviour Policy

Safeguarding Policy

SEND Policy

## Monitoring and reviewing

This policy is monitored regularly and will be reviewed annually as a minimum to ensure the effectiveness of our strategies.