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TALENT!



**SPORTING
CHANCES
GROUP**

LONE WORKING POLICY

Lead	David Johnson
Last Reviewed	June-2026
Next Review Date	June-2027

To be reviewed **annually**.

This policy is enforced across **all** Sporting Chances Group provisions.



**SPORTING
CHANCES
SURREY**



**SPORTING
CHANCES
OUTREACH**



**SPORTING
CHANCES
Mini**



**SPORTING
CHANCES
ONLINE**



**SPORTING
CHANCES
FITNESS**





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INTRODUCTION

Lone workers are those who work by themselves without close or direct supervision.

Within the Sporting Chances Group (SCG), **workers are most likely to find themselves lone working in the following situations:**

- staff, sports coaches and tutors working on-site at one of our provisions, either with a single student or with a group;
- off-site visits e.g. to purchase lunches or attend recreational activities; or
- outreach work including home visits and driving students in a worker's own vehicle.

Working alone is not in itself against the law and it will often be safe to do so. However, the law requires employers to consider carefully, and then deal with, any health and safety risks for people working alone. Crucially, when working with children, safeguarding is paramount and must be the central focus of all lone working practices. These responsibilities extend to those working from home.

Risks

There are certain risks which particularly affect lone workers, such as:

- Violence in the workplace
- Stress and mental health or wellbeing
- A person's medical suitability to work
- The workplace itself
- Stress and other health factors
- Safeguarding risks: including potential for abuse, misinterpretation of actions, and false allegations.

Health and Safety Executive (HSE):

The HSE website ([hse.gov.uk](https://www.hse.gov.uk)) is the primary source of guidance on lone worker safety in the UK. It provides valuable resources and information on best practices.

- The HSE defines violence as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work' – this includes verbal threats.

Relevant legislation setting out the duties of employers towards staff, volunteers or self-employed individuals who are required to lone work:



- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education (KCSIE) - current version
- Working Together to Safeguard Children - current version
- Local authority safeguarding children board procedures

This policy sets out the various procedures put in place by SCG to keep all workers including employees, self-employed individuals, apprentices and volunteers, safe when lone working. This includes advice on planning ahead, assessing risk and coping with difficult situations. This policy also details the safeguarding measures in place to protect children and staff.



RESPONSIBILITIES OF SCG

SCG is responsible for the health, safety and welfare at work of all their workers, including employees, apprentices, volunteers or self-employed people doing work for them.

In particular:

- in consultation with staff, to assess and document the risks involved in lone working and take steps to reduce or mitigate these risks;
- to ensure that appropriate and adequate security measures and procedures are in place to protect lone workers;
- to ensure that workers receive appropriate training, instruction and/or guidance on personal safety (to include the requirements of this policy) as part of their induction;
- to ensure that there are procedures in place to record and identify the whereabouts of workers who are lone working;
- to offer appropriate support and after care to any worker who experiences an incident, accident or violence during work;
- to review the lone working risk assessment and policy at regular intervals to ensure it is still current and appropriate;
- to provide regular safeguarding training, including training on recognizing and responding to child abuse.
- to ensure all staff have read and understood KCSIE and Working Together to Safeguard Children;
- to maintain accurate and up-to-date records of all interactions with children;
- to follow robust recruitment practices, including DBS checks, for all staff working with children; and
- to appoint a Designated Safeguarding Lead (DSL) and deputy DSLs.



RESPONSIBILITIES OF WORKERS

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with SCG in meeting their legal obligations.

In particular:

- to comply with safety measures and procedures put in place to protect them whilst lone working;
- to report any incidents or accidents to their line manager as soon as practical after they occur;
- to ensure that there are procedures in place to record and identify the whereabouts of workers who are lone working;
- to report any safeguarding concerns immediately to the DSL;
- to adhere to the SCG code of conduct for staff working with children;
- to maintain professional boundaries at all times; and
- to understand and follow the SCG whistleblowing policy (found in the *Child Protection & Safeguarding Policy*).



APPROACH TO LONE WORKER SAFETY

Students are referred to SCG for a number of reasons, most often as a result of social, emotional and behavioural problems or special educational needs and disabilities which automatically makes lone working more challenging.

Most situations can be pre-empted and planned for in advance by managing risk – based on the content of the initial referral form, line managers should decide whether or not a more detailed “Individual Pupil Risk Assessment” (IPRA) should be completed.

The result of the IPRA will inform how best to work with individual students.

- There will be some situations where it will be deemed not appropriate to lone work e.g. with an individual student based on results of the IPRA.

- When working with groups of students it is recommended that at least 2 staff be present at all times (please see NSPCC guidance on appropriate student to staff ratios).

- If a worker has to be alone with a student in a room e.g. tutors, it is recommended that the worker sit nearest the door, and that other staff members should be within shouting distance. Where possible, utilise rooms with windows, and consider open door policies when appropriate.

- Outreach visits to students at home should only happen once an IPRA has been completed and approved by a line manager, after checking with school or Social Services to identify any concerns, and after a home interview with parents to agree parameters of any visits, such as:
 - One parent to be at home during the visit
 - No other people to be present
 - Dangerous animals to be shut away
 - Clear boundaries regarding physical contact
 - Clear understanding of what is appropriate conversation



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- Outreach workers should ensure that their movements and appointments are logged, including:
 - Where they will be working, and the length of the meeting
 - Details of the child they will be meeting, including the parent(s)/guardian's telephone number
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- Outreach workers should check-in just before and just after the meeting or appointment.
 - They should ensure that they have their mobile phone with them and charged up.
 - If they do not check in at the agreed time, the line manager should attempt to call the worker.
 - If the employee feels unsafe, a pre-agreed code word should be slipped into the telephone conversation without raising suspicion. For example, using the code word BASIC "I'm interviewing X for a BASIC Access course". Once the code word is activated emergency procedures should be enacted including calling the Police.
 - Where there is genuine concern for a staff's wellbeing if they have not returned, maintained contact and/or cannot be contacted, the line manager should be informed, and the Police should be called.
 - Outreach worker and Line Manager should consider using the "Find my Friend" app or other similar location finding app.
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- On occasion, outreach workers or other staff escort students in their own car. This is particularly high risk, in particular exposing staff to the risk of false accusations – for which the consequences for the staff member's reputation and professional career could be serious. This activity should only be undertaken after an IPRA has been carried out, with low-risk students, and with parental consent. Ensure appropriate insurance is in place. Maintain detailed records of every journey, including start and finish times, and mileage.

Recording

- All interactions with children should be recorded
- All safeguarding concerns must be recorded, and reported to the DSL