



Growing Futures Lone Working Policy



Version	1.0
Date Updated	1st June 2024
Date to be reviewed	1st June 2025
Owner	Daniel Stockton

Date	Amendments made	Updated by



Growing Futures Lone Working Policy (UK)

Purpose: To ensure the safety and well-being of all individuals working alone, including self-employed personnel representing Growing Futures, while supporting children with special educational needs (SEN), in compliance with UK safeguarding regulations.

Scope: This policy applies to all self-employed individuals working on behalf of Growing Futures, including the Director, Dan Stockton.

Policy:

Risk Assessment:

Conduct thorough risk assessments for all lone working activities. Identify hazards and implement control measures to mitigate risks. Children who are identified as needing 2 to 1 support should never have less than the required staff. If there is a staff absence (i.e. due to illness) on the day, this should be communicated to the LA & parent/guardian at the earliest opportunity. The session should not go ahead.

Communication:

Ensure all lone workers have reliable means of communication (e.g., mobile phone). Establish regular check-in procedures, including scheduled calls or messages.

Training:

Provide comprehensive training on lone working safety and emergency procedures. Ensure individuals understand risks and appropriate handling of situations.



Emergency Procedures:

Develop clear emergency procedures and ensure all lone workers are familiar with them. Provide access to emergency contact numbers and ensure they are easily accessible.

Supervision:

Schedule regular supervision meetings to discuss concerns or issues related to lone working. Assign a designated person (Daniel Stockton) responsible for monitoring lone working situations.

Personal Safety:

Encourage individuals to trust their instincts and take prompt action where they feel unsafe, such as calling the a parent/guardian or in extreme cases the police.

Reporting:

Establish a reporting system for incidents or near misses related to lone working. Review and analyse incident reports to continuously improve safety measures. Ensure the appropriate case worker within the local authority is informed at the earliest opportunity. Reports of any incidents should be completed on the same day and shared with appropriate parties, i.e. the LA representative, safeguarding teams, parents/guardians.

Health and Wellbeing:

Promote mental health and well-being by providing access to free support services, such as:

Samaritans (116 123)

Mind UK (0300 123 3393)

Local NHS mental health services

Encourage a healthy work-life balance and monitor for signs of stress or burnout.

Safeguarding Children:



Adhere to all safeguarding policies and procedures to ensure the safety of children. Ensure all lone working practices comply with UK safeguarding regulations.

Review:

Regularly review and update the lone working policy to ensure it remains effective and relevant. Seek feedback from lone workers to identify areas for improvement.

Responsibilities:

Director (Dan Stockton): Ensure the policy is implemented, and all lone workers are supported.

Self-Employed Individuals:

Adhere to the policy, follow safety procedures, and report any concerns.

Contact Information:

For any questions or concerns regarding this policy, please contact the Growing Futures office at 07488 268935 or email growingfuturescornwall@gmail.com.

Approval and Review:

This policy will be reviewed annually and updated as necessary.

Date of Implementation: 1st June 2024

Reviewed by: Dan Stockton, Director

Next Review Date: 1st June 2025