



BHES

Lone Working Policy

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

Date adopted: [Click here to enter a date](#)

HISTORY OF POLICY CHANGES

Date	Page	Details of Change
March 2022	All	Removal of Meriton logo Reviewed – no changes to body of information Appendix added - Offsite Tuition Risk Assessment - Pre-tuition Risk Identification
November 2022	1, 6	1. Addition of section – initial visits 6. Addition of google form link
September 2025	All	Reformatted and legislation reviewed Google form link removed

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1. Purpose and Scope

This policy outlines the procedures and responsibilities for staff undertaking lone working activities, particularly home visits and 1:1 tuition. It ensures compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and current HSE guidance on lone working.

It applies to:

- All BHES staff, contractors, and volunteers.
- All off-site and home-based tuition activities.
- All times and locations where staff may work without direct supervision.

2. Legal and Regulatory Framework

BHES recognises its duty of care under UK law to ensure the health, safety, and welfare of employees, including those working alone. Key legislation includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Working Together to Safeguard Children (2023)

3. Initial Home Visit Procedure

- A risk assessment must be completed during the initial visit and uploaded to CPOMS.
- If the line manager does not conduct the visit, they must share all relevant safeguarding and safety information.
- If tuition is not required at home, record “Home Tuition RA not required” on CPOMS.
- Any changes in tuition location must trigger a new risk assessment.

4. Employee Responsibilities Before a Visit

Employees must:

- Discuss risks with their line manager and agree on safe arrangements.
- Carry a fully charged mobile phone.
- Share visit details in their calendar with SLT, line manager and admin.
- Confirm the risk assessment is completed and reviewed.
- Avoid working outside 8am–6pm unless explicitly authorised.
- Be aware of any history of aggression or safeguarding concerns.
- Know what animals are present and assess associated risks.
- Ensure appropriate clothing and footwear for mobility and safety.

5. Safety During Travel and Arrival

- Park in well-lit areas and scan surroundings before exiting the vehicle.
- Avoid carrying valuables and keep keys accessible.
- Do not approach unsecured animals.
- Do not look through windows if the door is unanswered.

6. Entering and Conducting the Visit

- Only enter through visible, street-facing doors.
- Do not enter if summoned by an unseen person.
- Ensure dogs are secured or leave immediately if uncomfortable.
- Do not enter if no adult is present.
- Sit near an exit and remain alert.
- Leave immediately if any safety concerns arise.

7. Behavioural Awareness

Staff must be vigilant for:

- Signs of aggression, substance use, or emotional instability.
- Breaches of professional boundaries.
- Unrealistic emotional expectations from family members.
- Non-verbal cues indicating hostility or distress.

8. Prohibited Practices

Employees must not:

- Ignore threats or instincts indicating danger.
- Tolerate intimidation or hostility.
- Act as escorts in potentially violent situations.
- Conduct visits without proper risk assessment or support.

9. Risk Mitigation Strategies

Where risks are identified, staff should:

- Arrange meetings in neutral venues (e.g. children's centres).
- Use a buddy system or conduct joint visits.
- Agree check-in/check-out times with colleagues.
- Use lone worker safety devices – BHES staff mobile phone.

10. Incident Reporting and Follow-Up

- All incidents or near misses must be reported within 1 hour to the line manager, DSL or Head teacher.
- Complete an incident report within 24 hours.
- HR and SLT will review and update risk assessments as needed.
- Staff will be offered support or counselling if required.

11. Training and Support

All lone workers must receive:

- Induction and refresher training on lone working.
- Emergency response training.
- First aid awareness.
- Mental health and resilience support.

12. Linked Policies and Procedures

This policy should be read alongside:

- Safeguarding Policy
- Health and Safety Policy
- Child Protection Procedures
- BHES home tuition risk assessment – located in Staff handbook