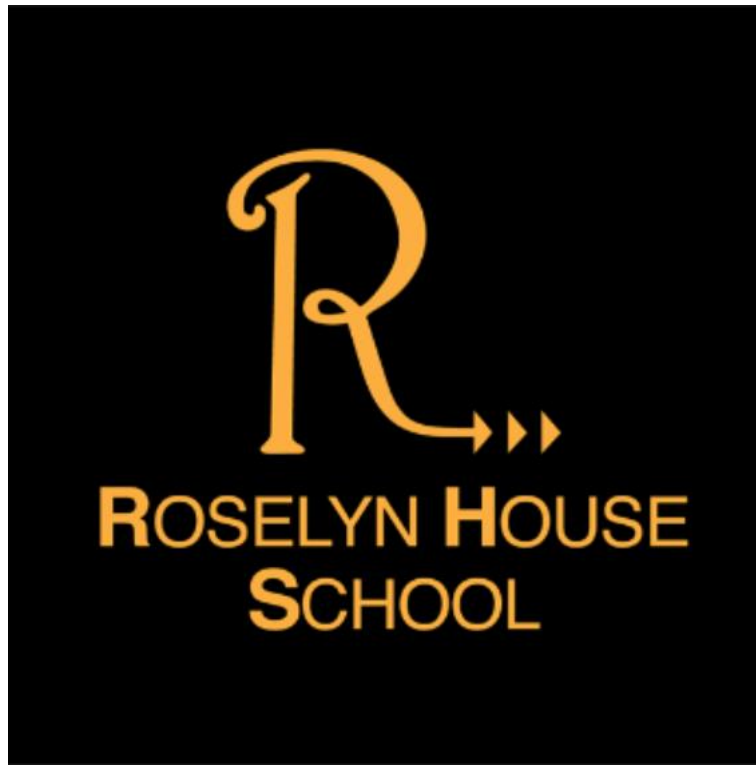


Lone Worker Policy

Roselyn House School

2026 – 2027



Approved by:	Rachel Smith	Date: 14/07/2026
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1. Introduction

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of lone workers in order to reduce the risks of lone working as far as is reasonably possible and practicable.

2. Definitions

Lone Worker

A lone worker is anyone who works in isolation from their colleagues without close or direct supervision.

Examples include but not exhaustive of :

- Chef.
- Outreach Worker.
- Teacher/LSA.
- Attendance Officer.
- Vocational Support.
- Maintenance Staff.

People in fixed establishments

- People working alone in premises.
- People working separately from others.
- People working outside normal hours.
- Maintenance or repair staff.

3. Scope

Employees

This Policy applies to all employees permanent or temporary of KS Education Limited and includes any agency, or visiting professionals employed to provide services on their behalf.

Contractors

This Policy also applies to participating Independent Contractors and their employed staff.

4. Legal requirements

Applicable Laws

KS Education Limited has an obligation under the Health and Safety at Work Act 1974, to ensure the Health, Safety and Welfare of their employees. The Management of Health and Safety at Work Regulations (MHSWR) 1999 places a duty on employers, to identify significant risks within the organisation and implement suitable risk treatments, to reduce those risks so far as is reasonably practicable.

Places of Work

Where workers are on premises where someone other than their employer has control, their safety is the responsibility of the main occupier of those premises provided that the occupier is also an employer or conducting an undertaking there (S.3 (2) of the Act.

Where an employer does not exercise control over the premises it is more difficult to ensure a safe and healthy environment. Regulation 10 of MHSWR requires employers (including self employed i.e. Independent Contractors) to provide comprehensible information on health and safety for others who are working on or visiting their premises.

Personal responsibility

Section 7 of the Act requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

This policy and supporting training should ensure that such persons do not take short cuts or employ dangerous practices but that they are instructed to consider and identify potential hazards and to implement a form of risk assessment to ensure the safety of themselves and any of other persons they may be working with.

Working outside normal hours

Where a person is required or requests to work before and/ or after normal working hours and alone, it is necessary to identify the degree of risk in assessing whether or not this is a safe practice. Reg 3 of MHSWR states that employers must make a “suitable and sufficient” assessment of any risks to the health and safety of their employees. Any such risks identified are likely to be greater for lone workers. These findings must be recorded on the lone working checklist (Form LWC(A)).

5. Policy Aims

The aim of this policy is to ensure, so far as is reasonably practicable, that staff who work alone are not exposed to risks to their Health and Safety and to outline the steps to reduce and improve personal safety to staff who work alone.

The policy also aims through it's rollout to raise awareness of safety issues relating to lone working.

The Directors of KS Education Limited are available to provide advice to staff on any aspect of the policy and procedure.

6. Objectives

The objectives of this policy are to ensure:

1. Lone workers are identified.
2. That risks inherent in lone worker situations are assessed and suitable precautionary measures taken
3. There is a local safe system of work which:

- Records the whereabouts of lone workers.
- Tracks the movement of lone workers.
- Follows an agreed system for locating staff who deviate from their expected movement pattern.
- Identifies when lone working is no longer appropriate.

Risk Assessment

Risk assessment is the overall process of performing a systematic written risk analysis and risk evaluation in order to identify methods to control the severity of the risk.

Risks to be assessed during the process include:

- Violence and Aggression.
- Isolated areas/ difficult terrain.
- Sudden illness
- Building condition
- Substances Hazardous to Health
- Animals
- Vehicle breakdowns
- Weather hazards

This list is not exhaustive and other risks may be identified during the assessment process.

Employees are expected to undertake ongoing dynamic risk assessments and cease lone-working activities where risks increase, circumstances change or existing control measures are no longer effective

Safe System of Work

A method of working which addresses risks that cannot be controlled in any other way. Safe systems of work are dynamic systems, which means they should be constantly monitored to identify weakness and improve methods of controlling the risk. Localised protocols such as a “buddy system” for safe working should be considered and encouraged.

Systems of work should be designed to reduce the need for lone working where possible. If this is not possible, safe work practices should be implemented, in line with the findings of a general risk assessment, to avoid or minimise the possibility of abuse. Radios, personnel attack alarms, mobile phones and physical barriers should only be used in conjunction with safe practice.

7. Organisational responsibilities

Directors of KS Education Limited

1. Ensure the management of Lone Working within the Organisation is adhered to under the Health and Safety Policy.
2. Maintain a log of the locations of employees considered to be lone workers.
3. Maintain contact with staff that work alone, both internally and externally.

4. Implement systems to identify those staff who do not report or return at the expected time.
5. Ensure systems are in place to take action to contact/ locate staff that have failed to make contact or return at the expected time.
6. Raise the appropriate level of alert/ alarm and inform the directors/ senior staff if staff cannot be contacted/ located within 30 minutes after the expected time of contact or return.
7. If staff cannot be located, then contacting the police may be the next option.
8. Monitoring feedback from the organisation on lone worker risk and seeking to improve processes.
9. Monitor and update this policy as appropriate.

Headteacher

The Headteacher has overall responsibility for ensuring that effective arrangements are in place for the management of lone working throughout the school. The Headteacher will:

1. Ensure that lone working is managed in accordance with the Health and Safety Policy, safeguarding procedures and statutory requirements.
2. Promote a culture where staff recognise, report and manage lone-working risks appropriately.
3. Ensure that suitable and sufficient lone-worker risk assessments are completed, implemented and reviewed regularly.
4. Ensure adequate staffing arrangements are considered before lone working is authorised.
5. Ensure appropriate systems are in place for recording, monitoring and responding to lone-working activities.
6. Authorise lone-working arrangements where risks have been assessed and appropriate control measures implemented.
7. Ensure staff receive appropriate information, instruction, training and supervision relating to lone working.
8. Monitor incidents, near misses and safeguarding concerns relating to lone working and ensure lessons learned are incorporated into practice.
9. Report significant health and safety or safeguarding concerns arising from lone working to the Directors.

Senior Business Manager

The Senior Business Manager is responsible for the operational management and monitoring of lone-working arrangements across the school. The Senior Business Manager will:

1. Maintain and oversee lone-working records, registers and monitoring systems.

2. Ensure lone-working registers, visitor records and associated documentation are maintained and retained in accordance with school procedures.
3. Coordinate arrangements for staff working on site outside normal school operating hours.
4. Ensure appropriate communication and escalation procedures are in place for employees undertaking lone-working activities.
5. Monitor compliance with sign-in, sign-out and check-in procedures.
6. Support managers in undertaking and reviewing lone-worker risk assessments.
7. Ensure lone-working records are stored securely and managed in accordance with UK GDPR and the Data Protection Act 2018.
8. Investigate and report concerns relating to the effectiveness of lone-working arrangements.
9. Provide periodic reports to the Headteacher on compliance, incidents and emerging risks associated with lone working.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has responsibility for ensuring safeguarding risks associated with lone working are appropriately managed. The DSL will:

- Ensure lone-working arrangements take account of safeguarding requirements and promote the welfare of pupils and vulnerable individuals
- Provide guidance to staff undertaking activities that may present safeguarding risks, including home visits, outreach work, transport duties and one-to-one working with pupils.
- Ensure safeguarding risk assessments are completed where lone-working activities involve direct contact with children or vulnerable adults.
- Monitor safeguarding concerns arising from lone-working activities and ensure they are recorded in accordance with school procedures.
- Ensure safeguarding incidents, disclosures and welfare concerns identified during lone working are reported, investigated and managed appropriately.
- Provide advice regarding professional boundaries, safer working practice and the management of allegations.
- Ensure safeguarding information relating to lone-working activities is recorded on CPOMS and shared on a need-to-know basis.
- Contribute to the review of lone-working procedures following safeguarding incidents, serious concerns or near misses.
- Liaise with external agencies where safeguarding concerns arise during lone-working activities.

Senior Leadership Team (SLT)

The Senior Leadership Team is responsible for ensuring that lone-working arrangements within their areas of responsibility are effectively implemented, monitored and reviewed. The Senior Leadership Team will:

1. Identify roles, activities and situations where staff may be required to work alone

2. Ensure that suitable and sufficient lone-worker risk assessments are completed, implemented and regularly reviewed.
3. Review whether lone working is appropriate and ensure alternative arrangements are considered where risks cannot be adequately controlled.
4. Ensure staff understand and comply with this policy, associated risk assessments and agreed safe systems of work.
5. Ensure lone workers have access to suitable communication methods, emergency contact arrangements and support mechanisms.
6. Monitor compliance with lone-working registers, electronic diary systems, visit schedules and check-in procedures.
7. Ensure safeguarding considerations are incorporated into all lone-working arrangements, particularly where staff work directly with pupils, families or vulnerable individuals.
8. Respond promptly to reports of unsafe situations, incidents, near misses, violence, aggression or safeguarding concerns involving lone workers
9. Implement agreed escalation procedures where lone workers fail to make contact within agreed timescales.
10. Ensure appropriate supervision, support and debriefing are provided following incidents or concerns arising from lone-working activities.
11. Monitor trends, incidents and emerging risks associated with lone working and report significant concerns to the Headteacher and Designated Safeguarding Lead.
12. Promote a positive safety culture in which staff feel confident to raise concerns and withdraw from lone-working situations where they believe there is a significant risk to their health, safety or welfare.

Employees

All employees have a personal responsibility to take reasonable care of their own health, safety and welfare when undertaking lone-working activities and to comply with the requirements of this policy. Employees will:

1. Take reasonable care of their own health, safety and wellbeing and that of others who may be affected by their actions or omissions.
2. Familiarise themselves with and comply with this Lone Worker Policy, associated risk assessments and safe systems of work.
3. Participate in lone-working risk assessments and provide relevant information about hazards, risks or concerns that may affect their safety.
4. Follow agreed lone-working procedures, including signing in and out, maintaining electronic diary entries and completing visit schedules where required.

5. Ensure their line manager or designated contact is aware of their location, expected movements and anticipated return times when undertaking lone-working activities.
6. Maintain regular communication with designated contacts and follow agreed check-in arrangements.
7. Carry and use school-approved communication devices, alarms or safety equipment where provided.
8. Undertake dynamic risk assessments and continually assess their environment for changing risks and hazards.
9. Immediately report accidents, incidents, near misses, safeguarding concerns, violence, threats, aggression or any situation that may compromise their safety.
10. Follow safeguarding procedures at all times and maintain professional boundaries when working alone with pupils, families or vulnerable individuals.
11. Record safeguarding concerns, incidents or disclosures in accordance with school procedures, including CPOMS where applicable
12. Notify their line manager of any significant changes to planned activities, locations or working arrangements.
13. Attend and participate in all training, instruction and supervision relating to lone working, safeguarding, health and safety and risk management.
14. Withdraw from and report any lone-working situation where they reasonably believe there is a serious and imminent risk to their health, safety or welfare, or where control measures are no longer effective.
15. Cooperate with investigations, reviews and monitoring processes following any lone-working incident, concern or near miss.

8. Monitoring, Recording and Tracking of Lone Workers

To ensure the safety, welfare and effective monitoring of staff undertaking lone-working activities, KS Education Limited will maintain appropriate systems for recording staff whereabouts, planned activities and emergency contact arrangements.

Lone Working Registers

The school will maintain a Lone Working Register to record all planned lone-working activities undertaken on school premises, off-site, or outside normal operating hours.

Procedure

- Staff must record lone-working activities before commencing work.
- The register will include:
 - Employee name.
 - Date.

- Work location.
- Expected start and finish times.
- Contact telephone number.
- Nature of activity being undertaken.
- Designated contact person.
- Staff working on site outside normal school hours must sign in and out of the register.
- Managers will periodically review the register to monitor compliance and identify any emerging risks.
- Electronic systems may be used where appropriate and must be secure and accessible to authorised staff only.

Visitor and Site Sign-In Records

All visitors, contractors, agency staff and employees attending site outside normal operating hours must sign in and out using the school's approved signing-in system.

Procedure

- All persons entering school premises must:
 - Sign in on arrival.
 - Sign out on departure.
 - Wear identification
- Records should include:
 - Name.
 - Organisation (where applicable).
 - Arrival and departure times.
 - Purpose of visit.
- Staff working alone on site must ensure their attendance is recorded.
- Sign-in records will be used during emergency evacuations and critical incidents to account for all persons on site.

Electronic Diary Entries

Electronic diary systems provide an additional means of monitoring lone-working activities and supporting staff safety.

Procedure

- Staff undertaking off-site lone-working activities must maintain an up-to-date electronic diary.
- Diary entries should include:
 - Visit location.
 - Planned arrival and departure times.
 - Purpose of visit.
 - Relevant contact details.
- Entries should be completed before the activity takes place.
- Any significant changes to schedules must be updated as soon as reasonably practicable.
- Designated managers must be able to access diary information where required for welfare and emergency purposes.

Staff Visit Schedules

Where staff undertake home visits, outreach activities, attendance visits, transport duties, work experience monitoring or other off-site activities, a visit schedule must be maintained.

Procedure

- Staff must provide a visit schedule to their line manager or designated contact before commencing visits.
- Visit schedules should include:
 - Names of individuals being visited where appropriate.
 - Addresses or locations.
 - Expected arrival and departure times.
 - Contact details.
 - Travel arrangements.
- A check-in procedure must be agreed before visits take place.
- Staff must notify their designated contact of:
 - Arrival at the location.
 - Departure from the location.
 - Significant changes to the agreed schedule.
- Failure to make contact within agreed timescales will result in the school's escalation procedure being implemented.

- High-risk visits must be supported by a separate risk assessment and may require two members of staff to attend.

Retention and Storage of Records

Records relating to lone working will be retained in accordance with the school's Data Protection Policy, Record Management Procedures and statutory requirements.

Minimum Retention Periods

- Lone Working Registers – 3 years.
- Visitor and Site Sign-In Records – 3 years.
- Staff Visit Schedules – 3 years.
- Electronic Diary Records used for monitoring purposes – 3 years.
- Lone Worker Risk Assessments – Current version plus 3 years after review.
- Accident, Incident and Near-Miss Reports – Minimum of 3 years from the date of the incident, or longer where safeguarding, insurance or legal requirements apply.
- Safeguarding-related records – In accordance with the school's Safeguarding and Child Protection Policy and associated retention schedule.

Storage and Security

- Records must be stored securely and only accessible to authorised personnel.
- Electronic records must be password protected and maintained in accordance with UK GDPR and the Data Protection Act 2018.
- Records that have reached the end of their retention period will be securely destroyed.
- Periodic audits of lone-working records will be undertaken by the Headteacher and Senior Business Manager to ensure compliance, effectiveness and consistency of practice.

8. Health and Safety

Provide advice and information to managers and employees on matters of personal safety

9. Safeguarding

Any safeguarding concern arising during lone working, including disclosures, injuries, welfare concerns or incidents involving pupils, must be reported in accordance with the school's Safeguarding and Child Protection Policy and recorded on CPOMS where appropriate.

10. Specific Guidance on Lone Working

One-to-One Work with Pupils

Where a member of staff is required to work alone with a pupil, the safety, welfare and dignity of both the pupil and the employee must be protected at all times. Staff must:

- Ensure one-to-one sessions are planned, authorised and recorded where appropriate.
- Conduct sessions in locations that are suitable, safe and proportionate to the needs of the pupil.
- Ensure another member of staff is aware of the session, its location and expected duration.
- Avoid situations where they are completely isolated from colleagues without means of communication.
- Maintain professional boundaries at all times in accordance with the Staff Code of Conduct and Safeguarding and Child Protection Policy.
- Report any safeguarding concerns, allegations, disclosures or incidents immediately to the Designated Safeguarding Lead (DSL).
- Record significant incidents, concerns or disclosures on CPOMS in line with school procedures.
- Never engage in conduct that could be misinterpreted as inappropriate, secretive or unprofessional.

Use of Rooms with Vision Panels

To promote transparency and protect both pupils and staff, one-to-one work should, wherever reasonably practicable, take place in rooms fitted with vision panels or other appropriate visibility measures.

Staff must:

- Use rooms with vision panels whenever available.
- Keep vision panels unobstructed.
- Ensure doors remain unlocked unless a risk assessment identifies a safeguarding, behavioural or medical reason for alternative arrangements.
- Position themselves appropriately within the room to ensure visibility where possible.
- Ensure the room environment promotes safety, dignity and confidentiality.

- Report any defects affecting visibility, security or safety to the Senior Business Manager.

Where a room without a vision panel must be used, this should be justified through a risk assessment or operational need and appropriate safeguards implemented.

Maintaining Professional Boundaries

Employees undertaking lone-working activities must maintain clear professional boundaries with pupils, parents, carers and other vulnerable individuals.

Staff must:

- Behave in a manner consistent with the school's values, safeguarding procedures and Staff Code of Conduct.
- Avoid unnecessary physical contact unless required for safety, personal care, medical needs or approved positive handling procedures.
- Avoid sharing personal contact details or using personal social media accounts for communication with pupils.
- Ensure communication with pupils and families takes place through approved school systems.
- Avoid entering into private arrangements, relationships or activities that may compromise professional judgement.
- Immediately seek advice from the DSL if they are unsure whether a situation may present a safeguarding or professional boundary concern.
- Report any allegation, complaint or concern relating to professional conduct without delay.

Staff should be mindful that maintaining professional boundaries protects both pupils and employees from potential harm, misunderstanding or allegations.

Risk Assessments for Off-Site Activities

A suitable and sufficient risk assessment must be completed before any lone-working activity undertaken away from the school site where risks are not already covered by an existing assessment.

Risk assessments should consider:

- The location and environment.
- Safeguarding risks.
- History of violence, aggression or challenging behaviour.
- Medical or welfare concerns.

- Travel arrangements.
- Mobile phone coverage and communication methods.
- Time of day.
- Weather conditions.
- Emergency procedures.
- The need for additional staff attendance.

Risk assessments must be reviewed:

- Annually.
- Following incidents or near misses.
- When circumstances change.
- Where new hazards are identified.

Staff must not undertake off-site lone-working activities where significant risks cannot be adequately controlled.

Procedures for Transporting Pupils

Transporting pupils alone may present additional safeguarding, behavioural and safety risks and should only take place where authorised by the Headteacher or designated manager.

Staff transporting pupils must:

- Ensure appropriate parental consent and authorisation arrangements are in place.
- Use approved vehicles that are insured, roadworthy and suitable for the task.
- Follow the school's Educational Visits, Safeguarding and Transport procedures.
- Ensure seat belts or other required safety restraints are used.
- Inform a designated contact of departure and arrival times.
- Avoid unnecessary changes to routes or destinations.
- Carry a mobile phone for emergency communication.
- Record any incidents, concerns or safeguarding issues arising during transport.
- Cease the journey and seek assistance where their safety or the safety of the pupil is compromised.

Where risk assessments identify increased safeguarding or behavioural risks, consideration must be given to the use of an additional member of staff.

Recording Concerns or Incidents

All accidents, incidents, near misses, safeguarding concerns, threats, aggression, violence or welfare concerns arising during lone-working activities must be reported and recorded promptly.

Staff must:

- Report immediate concerns to their line manager and/or the DSL as appropriate.
- Record safeguarding concerns on CPOMS without delay.
- Complete accident, incident or near-miss reports in accordance with school procedures.
- Cooperate fully with any investigation or review.
- Participate in debriefing arrangements following significant incidents.
- Contribute to reviewing risk assessments and safe systems of work where lessons can be learned.

All records will be managed in accordance with the school's Data Protection Policy, Safeguarding and Child Protection Policy and Record Retention Schedule. Proper recording supports safeguarding, accountability, continuous improvement and compliance with statutory duties.

11. Home Visits and Outreach

- Pre-visit risk assessment requirements.
- Recording visit locations.
- Expected arrival and departure notifications.
- Procedures when concerns arise during visits.
- Withdrawal from unsafe situations.

12. Violence, Aggression and Physical Intervention

Any incident involving violence, aggression or injury occurring during positive handling or restrictive physical intervention must be recorded and reviewed in accordance with the school's Behaviour and Physical Intervention Policies.

13. Review Following Serious Incidents

The policy will also be reviewed following any significant lone-working incident, safeguarding concern, serious accident or near miss.

14. Financial implications

Costs associated with the Lone Worker Policy and its implementation are the responsibility of the Directors. This includes:

- Cost of monitoring and alerting systems.
- Mobile phone costs.
- Fuel allowance.
- Costs of safe parking.
- Training.
- Risk assessment.
- Doubling-up on staff where needed for appointments.

Costs that KS Education does not meet include:

- Parking fines.
- Speeding fines.

Neither list is intended to be exhaustive. If in doubt, seek advice from the Headteacher or Senior Business Manager.

15. Communication and Monitoring arrangements

To ensure the safety and welfare of employees undertaking lone-working activities, effective communication and monitoring arrangements must be established before lone working commences. These arrangements are intended to ensure that staff can be contacted, supported and located in the event of an emergency, safeguarding concern, accident or welfare issue.

15.1 Expected Check-In Arrangements

All lone workers must agree appropriate check-in arrangements with their line manager or designated contact before commencing any lone-working activity.

Check-in arrangements will be proportionate to the level of risk, location and nature of the activity and may include:

- Confirming departure from the school or workplace.
- Confirming arrival at the destination.
- Scheduled welfare check-ins during the activity.
- Confirmation of departure from the location.
- Confirmation of safe completion of the activity and return home or to the workplace where appropriate.

Where activities are assessed as higher risk, more frequent contact arrangements may be required.

Employees must immediately notify their designated contact if circumstances change, significant delays occur, or concerns arise regarding their safety or wellbeing.

15.2 Designated Contact Person

Before any lone-working activity takes place, a designated contact person must be identified.

The designated contact person will:

- Be aware of the employee's planned location and activities.
- Hold relevant contact details and emergency information.
- Be aware of expected check-in times.
- Monitor compliance with agreed contact arrangements.
- Maintain confidentiality of personal information.
- Initiate escalation procedures where contact is not made as expected.

The designated contact will normally be the employee's line manager or a member of the Senior Leadership Team or another authorised member of staff.

The designated contact must be available throughout the agreed monitoring period or alternative arrangements must be made.

15.3 Escalation Procedures When Communication Is Lost

Where a lone worker fails to make contact at the agreed time and cannot be reached, the following escalation procedure will be followed:

Stage 1 – Initial Contact Attempts

- Attempt to contact the employee using their mobile telephone, Microsoft Teams, email or any other agreed communication method.
- Wait a reasonable period, normally no longer than 15 minutes, unless the risk assessment requires earlier action.

Stage 2 – Secondary Enquiries

- Attempt contact using alternative telephone numbers.
- Contact colleagues who may have information regarding the employee's whereabouts.
- Review diary entries, visit schedules, lone-working registers or calendar records.

Stage 3 – Escalation

- Inform the designated manager or member of the Senior Leadership Team.
- Attempt contact with the employee's emergency contact where appropriate.
- Consider any known safeguarding, medical or environmental risks.

Stage 4 – Emergency Response

- Where there is reason to believe that the employee may be at risk of harm, injury or danger, emergency services will be contacted without delay.
- The Headteacher and Directors will be informed as appropriate.

All failures to make contact and subsequent actions taken should be recorded and reviewed to identify lessons learned and any required changes to procedures or risk assessments.

15.4 Emergency Contact Information

Employees undertaking lone-working activities must ensure that accurate and up-to-date emergency contact details are held by the school.

Emergency contact arrangements will include:

- Employee mobile telephone number.
- Next of kin or emergency contact details.
- Relevant medical information disclosed by the employee where appropriate and lawful.
- Details of expected locations and travel arrangements.
- Contact details for managers and designated contacts.

Emergency contact information will be managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Access to personal information will be restricted to authorised personnel and only used where necessary to protect the safety and welfare of staff.

15.5 Use of Mobile Phones and Microsoft Teams Communication

Mobile phones and Microsoft Teams are important tools for maintaining communication, monitoring employee welfare and responding promptly to emergencies during lone-working activities.

Employees undertaking lone-working activities must:

- Carry a charged mobile phone wherever reasonably practicable.
- Ensure their mobile phone remains operational and accessible.

- Maintain access to Microsoft Teams and school communication systems where available.
- Respond promptly to welfare checks and contact requests where safe to do so.
- Ensure sufficient battery charge is available for the duration of the activity.
- Inform their designated contact if they are entering areas with limited mobile or internet connectivity.
- Not use mobile phones while driving except through lawful hands-free arrangements.
- Report any communication failures that may affect their safety.

Where mobile phone coverage is known to be poor or unreliable, alternative communication arrangements must be agreed before the activity takes place.

Mobile phones, Teams communication and electronic monitoring arrangements support but do not replace the requirement for suitable risk assessments, safe systems of work and effective managerial oversight.

Monitoring and Review

The effectiveness of communication and monitoring arrangements will be reviewed periodically by the Headteacher, Senior Business Manager and Senior Leadership Team as part of the school's health and safety, safeguarding and risk management procedures. Any incidents, near misses, communication failures or safeguarding concerns will be used to inform future improvements to lone-working arrangements.

16. Links with other policies

- Safeguarding and Child Protection Policy.
- Staff Code of Conduct.
- Educational Visits Policy.
- Whistleblowing Policy.
- Online Safety Policy.
- Physical Intervention Policy.
- Emergency Procedures Policy.
- Risk Assessment Policy