

The ReConnect Programme

Policy on Working Alone with Young People

Date of Policy: 2 September 2025

Review Date: 2 September 2026

1. Purpose

The purpose of this policy is to provide clear guidance to all staff, volunteers, and contractors at The ReConnect Programme regarding working alone with young people. This ensures compliance with safeguarding legislation, statutory guidance (*Keeping Children Safe in Education*, DfE), and best practice in alternative provision.

The policy aims to:

- Protect the safety and wellbeing of young people.
 - Protect staff from allegations of inappropriate conduct.
 - Provide clear expectations, risk management strategies, and procedures for lone working situations.
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2. Scope

This policy applies to all staff, volunteers, mentors, contractors, and visitors who may, during the course of their duties, be in a position where they are working alone with young people.

3. Legal and Regulatory Framework

This policy is written in line with:

- *Keeping Children Safe in Education* (DfE, 1 September 2025)
 - *Working Together to Safeguard Children* (HM Government).
 - Health and Safety at Work Act 1974.
 - Children Act 1989 and 2004.
 - Equality Act 2010.
 - Local Safeguarding Partnership Procedures.
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4. Definition of Lone Working

For the purpose of this policy, lone working with young people refers to any situation where a staff member, volunteer, or contractor is left alone with a young person without another responsible adult being physically present or within line of sight.

5. Principles

- The safeguarding and welfare of young people is paramount.
 - Lone working with young people should be **avoided wherever possible**.
 - Where lone working is unavoidable, risks must be assessed and managed in line with this policy.
 - Staff should conduct themselves in a manner that upholds professional boundaries and protects all parties.
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6. Expectations and Procedures

6.1 General Conduct

- Lone working must only take place when it is necessary, proportionate, and authorised by a manager.
- Staff should ensure they are visible to others wherever possible (e.g., glass panels in doors, open doors, use of shared spaces).
- Staff must never engage in physical contact beyond what is reasonable and proportionate to ensure safety and wellbeing.
- Staff should avoid conversations of a personal nature and maintain professional boundaries at all times.

6.2 Authorisation

- Any planned lone working must be authorised in advance by a line manager or safeguarding lead.
- A risk assessment must be completed and logged for any repeated or structured lone working activity.

6.3 Environment

- Lone working should take place only in approved settings that are risk assessed and safe.
- Staff should ensure that other colleagues know their whereabouts and expected duration of the session.
- Doors should, wherever possible, remain open. If closed for confidentiality or safety reasons, visibility panels must remain unobstructed.

6.4 Communication and Monitoring

- Staff must sign in and out of premises or off-site activities.
- Staff should inform a colleague or manager when starting and finishing a lone working session.
- Mobile phones, radios, or other agreed communication devices must be available.

- The most senior member of staff on site is responsible for monitoring lone working arrangements.

6.5 Transport

- Staff should not transport young people in their own vehicles unless this is authorised in advance, risk assessed, insured, and approved in line with The ReConnect Programme's Transport Policy.

6.6 Recording and Reporting

- Any lone working session with a young person must be recorded on the daily log/ ILP session record.
 - Any safeguarding concerns arising from lone working must be reported immediately in line with the Safeguarding and Child Protection Policy.
 - Any incidents or near misses must be reported to the Designated Safeguarding Lead (DSL).
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7. Allegations and Safeguarding Concerns

- Allegations against staff arising from lone working will be managed in accordance with *Keeping Children Safe in Education* and The ReConnect Programme's Allegations Management Procedure.
 - Staff should report any concerns immediately to the DSL, or Deputy DSL.
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8. Training and Awareness

- All staff will receive safeguarding training which includes guidance on lone working.
 - Staff will be briefed on this policy as part of their induction and refresher training.
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9. Risk Assessment

A lone working risk assessment will consider:

- The location and suitability of the environment.
 - The needs, behaviours, and risks associated with the young person.
 - The staff member's role, training, and experience.
 - Emergency procedures.
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10. Responsibilities

Staff and Volunteers must:

- Adhere to this policy at all times.
- Maintain professional boundaries.
- Ensure lone working is only undertaken where authorised and unavoidable.
- Report concerns immediately.

Managers and Leaders must:

- Authorise lone working where necessary.
- Ensure risk assessments are in place.
- Monitor compliance with this policy.
- Provide appropriate training and supervision.

Designated Safeguarding Lead (DSL) must:

- Ensure safeguarding policies and procedures are adhered to in all lone working situations.

- Oversee and review incident reporting.
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11. Review

This policy will be reviewed annually, or sooner if there are changes to statutory guidance, local safeguarding procedures, or operational practice.

Contact Information: For all attendance-related queries or reporting absences:

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