




# Lone Working Policy

Policy number	10	Person responsible	DD
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Signed		Date	1/2/26

## **Aims**

At Oakwood Education, we prioritise the safety and wellbeing of both staff and students. The Lone Working Policy aims to ensure that appropriate safeguarding measures are in place to protect young people and staff in all situations.

Part of the offer available through Oakwood Education is 1:1 mentoring, as a result our staff are often working alone with young people. This policy aligns with our commitment to safeguarding and ensures that all interactions are transparent, respectful, and safe.

## **Commitment**

- To protect young people from harm and ensure that interactions with staff are safe and appropriate.
- To protect staff by outlining clear procedures and expectations when working alone with young people.
- To maintain a culture of openness and transparency, where staff are supported and guided in maintaining professional boundaries.
- To ensure that Oakwood Education meets its safeguarding obligations by reducing risks associated with one-to-one working arrangements.

## **Principles**

Safeguarding First:

The welfare of young people is paramount, and all staff must take steps to ensure that any one-to-one working situation is conducted safely.

Transparency:

All one-to-one meetings with young people must be conducted in a way that ensures transparency, and wherever possible, such meetings should be visible or audible to others.

Professional Boundaries:

Staff must always maintain professional boundaries and avoid situations where their behaviour may be misunderstood or called into question.

## **Definition**

Working alone refers to any situation where a staff member is with a young person in a private space without another adult present.

## **Roles and Responsibilities**

Staff:

All staff members must follow the guidelines outlined in this policy when working alone with young people. They are responsible for ensuring that their conduct remains professional, transparent, and aligned with safeguarding principles.

Designated Safeguarding Lead (DSL):

Monitors and oversees any concerns or incidents related to working alone with young people. The DSL is responsible for ensuring that staff are trained in safeguarding best practices.

Directors:

Ensure that all staff are aware of this policy and adhere to it at all times. That staff are given the time to understand the expectations and are kept updated on changes to practice.

### **Safeguarding and Reporting Concerns**

If a staff member feels uncomfortable in a one-to-one situation, or if a student discloses information that raises safeguarding concerns, the staff member must report the incident to the DSL immediately.

Any inappropriate behaviour or boundary concerns during one-to-one interactions will be investigated thoroughly in line with the Safeguarding and Child Protection Policy, alongside managing allegations.

### **Training**

All staff will receive training on working alone with young people, including strategies for maintaining professional boundaries and handling disclosures.

Regular updates will be provided as part of the ongoing safeguarding training programme.