



# Lone working Policy

**ABSOLUTE MENTORING LONE WORKING POLICY JANUARY 2026**

**NEXT REVIEW DATE: APRIL 2027**

## **Aims**

### **1. Purpose**

This policy outlines the arrangements in place to ensure the health, safety, and welfare of the lone worker within Absolute Mentoring. As a sole provider delivering 1:1 provision, lone working forms a core part of service delivery and is managed through appropriate risk assessment, communication, and safe working practices.

### **2. Definition of Lone Working**

Lone working refers to situations where work is carried out without direct supervision and where immediate assistance is not readily available. This includes delivering sessions on a 1:1 basis with a

learner in community settings, educational environments, or other agreed locations.

### **3. General Principles**

Absolute Mentoring is committed to ensuring, so far as is reasonably practicable, that all lone working activities are conducted safely. This includes:

- Identifying and managing risks associated with each placement
  - Ensuring appropriate communication systems are in place
  - Maintaining clear procedures for emergencies and incidents
- Prioritising the safety of both the learner and the provider at all times

### **4. Risk Assessment**

A risk assessment is completed for each learner and setting prior to delivery and reviewed regularly. This includes consideration of:

- The learner's needs, behaviour, and known risks
  - The environment and location of delivery
  - Travel arrangements and access to support
- Any history of aggression, absconding, or safeguarding concerns

Control measures are implemented to reduce risks to an acceptable level. Sessions will not proceed if risks cannot be safely managed.

### **5. Safe Working Practices**

When working alone, the following practices are in place:

- A mobile phone is carried at all times to ensure immediate access to emergency services
- Session details (time, location, learner) are recorded and shared in advance where appropriate
- Regular communication is maintained with key stakeholders (e.g. school/commissioner)
- Professional boundaries are maintained at all times

Sessions are planned with safety and risk reduction as a priority

## **6. Emergency Procedures**

In the event of an incident or emergency:

- Immediate action is taken to ensure safety
- Emergency services are contacted where required
- The session is stopped if necessary
- Relevant stakeholders are informed as soon as possible

All incidents meeting the reporting threshold are recorded in line with the Incident Reporting Procedure.

## **7. Communication and Reporting**

A clear system is in place to ensure accountability:

- Session updates are routinely shared with commissioning schools and relevant stakeholders
- Any incidents or concerns are reported on the same day or within an appropriate timeframe
- Formal incident reports are completed where required

## **8. Personal Safety and Wellbeing**

The lone worker takes responsibility for:

- Following risk assessments and agreed safety procedures
- Remaining aware of personal safety at all times
- Ending or modifying a session if they feel unsafe

Reporting all concerns, near misses, or incidents

A dynamic risk assessment is carried out at the start of each session. This type of risk assessing is something that is at the forefront of our practice and we will continue to build to strengthen our offer.

## **9. Review**

This policy is reviewed regularly and updated in line with changes to practice, risk, or statutory guidance. Next Review Date: April 2027