

# MY OASIS

Therapeutic Alternative Provision

## Lone working Policy 2026/2027

Date of Last review: February 2026

Date of Next review: February 2027



CHARLOTTE LOWE  
PSYCHOLOGICAL SERVICES LTD



MY OASIS  
Therapeutic Alternative Provision

[www.charlottelowepsychologicalservices.co.uk](http://www.charlottelowepsychologicalservices.co.uk)

[www.my-oasis.uk](http://www.my-oasis.uk)

# Table of Contents

Introduction.....	1
Lone Working Principles.....	2
Personal Safety.....	2
Driving.....	3
Raising Awareness of this Policy.....	3
Lone working – EBSA Outreach Protocol.....	4
Training.....	4

## Introduction

The purpose of this document is to communicate the risks presented by lone working; to identify the responsibilities each person has in the situation, and to outline procedures to minimise such risks at My Oasis/CLPS Ltd.

A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Staff may be exposed to risk because there is no one to assist them, and so a risk assessment may be required.

At My Oasis/CLPS Ltd, examples of lone workers would be staff working as Outreach Mentors or Tier 1 staff working within mainstream schools.

Management will ensure that:

- a) lone working is avoided as far as is reasonably practicable (this will not be possible for all roles at all times, e.g. Outreach staff);
- b) emergency procedures are in place so that members of staff working alone can obtain assistance if required;
- c) a risk assessment is completed by a person competent to do so prior to employees working alone;
- d) any employees working alone are capable of undertaking the work alone;
- e) arrangements are in place so that someone else is aware of the lone worker's whereabouts at all times;
- f) persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone; and
- g) training records are kept.

# Lone Working Principles

The main principles for lone working are to ensure we keep staff safe by:

- Recognising and reducing risk at all times.
- A commitment from the school to provide appropriate support for staff as required.
- A commitment to ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.
- A clear understanding of responsibilities.
- Understanding that priority is placed on the safety of the individual rather than property.
- A commitment to providing appropriate training for staff.
- Provision of required equipment to work safely as a lone worker.
- Provision of required equipment to work safely.

## Personal Safety

Employees have a responsibility to take care of their personal safety whilst working alone and should follow the below procedure:

- Take all reasonable precautions to ensure their own safety.
- Assess risks involved with lone working.
- Employees must use the sign-in book/BLIP to sign in and out when entering the building. Employees must also let someone else on shift know if they are working alone or in the centre, so they can ring and check up on them and ensure they are okay. Outreach staff use work mobile phones to check in and let others know they are okay and whereabouts they are.
- Have a working mobile phone with the Headteacher's/DSL's contact telephone number.
- Refrain from undertaking any job you don't feel comfortable doing or think it is unsafe.
- Should staff be in the centre on their own, it is important they make sure other members of staff are aware that they are there.
- During EBSA outreach work, staff must let someone know where they are and how long the visit is planned for, so that someone can ring them after the specified time.

My Oasis is committed to assessing and reducing the risks involved when lone working is required. Employees also have a responsibility to assess and reduce risks when working alone.

This policy applies to all staff and volunteers who may be working alone at any time, whether that be in the centre, visiting homes and/or carrying out any driving duties for My Oasis. All students will undertake a risk assessment to ascertain that they are safe to travel with My Oasis staff.

# Driving

Driving students to and from their homes will never be undertaken alone.

Before your journey, staff members must:

- Familiarise yourself with the addresses, phone numbers and student and parent/carer information.
- Ensure a work mobile phone is charged sufficiently before leaving the school.
- Inform other staff or ensure that other staff are aware of the journey.
- If you feel the weather conditions are unsuitable for driving, please raise your concern with the Headteacher.
- Always make sure other staff are aware of the journey you are taking so that they can check the driver and passenger(s) if needed.

My Oasis will never ask you to drive a student you feel uncomfortable with – please do not be afraid to talk to the Headteacher if you are at all concerned.

We will inform you of a student's medical history if we feel it may be appropriate.

Please report any incidents on arrival back to the centre to the DSL or the Deputy DSL. At the school, there is an accident book and incident forms that contain specific documents which need to be completed if an accident occurs. Please familiarise yourself with these documents in case you need them.

## Raising Awareness of this Policy

My Oasis will raise awareness of this policy via:

- The My Oasis policy folder is located in the front office, containing all policies. Staff and volunteers are to be informed when policies are updated.
- During staff induction.
- Through emails to staff when policies are updated.
- The My Oasis policies are also available to view on the website and on Bright HR.

Policy Reviews:

Any questions regarding the policy should be directed to the Headteacher. The policy may be amended at any time.

The policy should be reviewed in the light of any trends or new legal changes and at least once every two years.

Staff will be provided with a key contact list of details for other staff members, as well as an emergency contact sheet for students' parents/carers.

# Lone working – EBSA Outreach Protocol

- 1) The visit to the home is arranged – discussions with the mainstream school and parents/carers are held regarding any possible risk.
- 2) The address of the visit, plus the predicted duration, is to be provided to another staff member on shift at My Oasis.
- 3) A staff member contacts their Outreach colleagues at an arranged time to ensure where they are and to check up on them.
- 4) Should the visit not be finished, staff should arrange to call back a second time after an agreed length of time, once the visiting staff members have left the property.

## Training

All staff engaged in lone working will receive regular training on safe working practices, which will be reinforced through ongoing safeguarding training sessions. Additionally, line managers will maintain consistent communication with their team members, providing timely tips, advice, and updates to ensure awareness and adherence to safe lone working protocols. This approach ensures that staff are well-informed, supported, and equipped to manage risks effectively while working alone.