



## **Lone Working Policy**

### **1. Policy Statement**

This Lone Working Policy sets out the arrangements and procedures for managing situations in which Coaches from **Elite SF** may be required to work alone. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice.

The business is committed to ensuring the health, safety, and welfare of all coaches, volunteers, and children. Lone working situations can present additional risks, and this policy aims to minimise those risks while maintaining high standards of safeguarding and professionalism.

### **2. Scope of the Policy**

This policy applies to:

- All coaches, assistants, volunteers, apprentices, and contractors
- All activities, sessions, events, and trips delivered by the business
- Any situation where a coach is working without direct supervision or immediate support

### **3. Definition of Lone Working**

Lone working refers to any situation where a coach:

- Works by themselves without close or direct supervision
- Is the only adult present with children for a period of time
- Works outside normal hours or at isolated venues

Lone working may occur occasionally and should be avoided where reasonably practicable.

### **4. Key Principles**

- The safety and welfare of children is paramount

- Lone working with children should be avoided wherever possible
- Risk assessments must be in place for lone working situations
- Clear communication and accountability must be maintained at all times

## **5. Situations Where Lone Working May Occur**

Lone working may arise in limited circumstances, including:

- Early arrival or late collection situations
- One-to-one or semi-private coaching where agreed and risk assessed
- Sessions such as after school coaching where child to coach ratios are maintained.
- Opening or closing venues
- Administrative duties outside session times
- Emergency or unforeseen coach issues

## **6. Risk Assessment**

- Lone working must be subject to a suitable and sufficient risk assessment
- Risks will be identified, evaluated, and control measures implemented
- Risk assessments will be reviewed regularly and following any incident

Key risks considered include:

- Safeguarding concerns
- Personal safety of coaches
- Medical emergencies
- Allegations or misunderstandings

## **7. Safeguarding Expectations**

To protect children and coaches:

- Lone working with children should be time-limited such as an after school club and not an all day holiday camp
- Coaches must ensure visibility at all times (e.g. doors open, public spaces)
- One-to-one situations must be agreed in advance and recorded
- Parents/carers should be informed where lone working arrangements apply

Coaches must never:

- Take a child to their home
- Transport a child alone unless authorised and risk assessed
- Engage in inappropriate physical contact

#### **8. Supervision and Ratios**

- Minimum Coach ratios will be maintained wherever possible
- Lone working should not result in unsafe supervision levels
- Where ratios cannot be maintained, sessions may be cancelled or adjusted

#### **9. Communication and Monitoring**

- Lone workers must have access to contact a Manager or the DSL if needed.
- Coaches must inform a manager of their location and expected finish time
- Regular check-ins may be required for extended lone working periods
- Coaches must report any concerns immediately

#### **10. Use of Mobile Phones During Lone Working**

- Mobile phones may be used for work-related communication and emergencies
- Phones must not be used in a way that distracts from supervision
- All communication must remain professional and appropriate

#### **11. Late Collection and Lone Working**

- Lone working may occur during late collection situations
- Coaches must follow the Late Collection and Non-Collection of Children Policy
- Wherever possible, two coaches should remain present
- Any lone working during late collection must be recorded

#### **12. Dealing with Incidents and Emergencies**

- Lone workers must follow emergency procedures at all times
- In the event of an incident, coaches should contact emergency services where required
- Managers must be informed as soon as possible
- All incidents must be recorded and reviewed

#### **13. Allegations and Professional Boundaries**

- Lone working situations can increase the risk of allegations
- Coaches must maintain professional boundaries at all times
- Any allegation will be managed in line with safeguarding and disciplinary procedures
- Coaches are encouraged to report concerns without fear of reprisal

#### **14. Training and Support**

- Coaches will receive training on lone working risks and procedures
- Safeguarding training will include guidance on one-to-one working
- Coaches will be supported and encouraged to raise concerns

#### **15. Responsibilities**

##### **Management Responsibilities**

- Ensure appropriate Coach numbers are maintained
- Complete and review risk assessments
- Provide clear guidance and training
- Monitor compliance with this policy

##### **Coach Responsibilities**

- Follow lone working procedures
- Comply with safeguarding expectations
- Report risks, concerns, or incidents immediately

#### **16. Policy Review**

This policy will be reviewed annually or sooner if:

- Legislation or Ofsted guidance changes
- An incident highlights the need for review
- Operational changes occur within the business

#### **17. Declaration**

All staff, volunteers, and contractors must read, understand, and agree to comply with this Lone Working Policy.