BELLISSIMO TRAINING CIC

LONE WORKING POLICY

Policy Owner: Amy Lawrence
Position: Director and Designated Safeguarding Lead (DSL)
Review Date: June 2027

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1. Purpose

Bellissimo Training CIC recognises that there may be occasions where staff or volunteers undertake lone working activities.

The purpose of this policy is to ensure the safety and wellbeing of staff, volunteers and students during lone working situations, including within the provision, during outreach activities and when transporting students.

The welfare and safety of children and young people will remain the priority at all times.

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2. Scope

This policy applies to:

- Employees
- Volunteers
- Students aged 11–16
- Outreach activities
- Community-based learning
- Educational visits
- Transporting students
- Work undertaken within Bellissimo Training CIC premises

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3. Definition of Lone Working

Lone working occurs when an employee or volunteer works without another colleague present or immediately available.

Examples may include:

- Opening or closing the provision alone
- One-to-one mentoring sessions
- Outreach visits
- Community activities
- Home visits (where authorised)
- Transporting students
- Off-site enrichment activities

4. Responsibilities

Amy Lawrence has overall responsibility for ensuring lone working risks are assessed and managed appropriately.

All staff and volunteers must:

- Follow this policy
- Complete risk assessments where required
- Report concerns immediately
- Follow safeguarding procedures
- Maintain professional boundaries
- Prioritise personal safety and student welfare

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5. Lone Working Within the Provision

Bellissimo Training CIC recognises that there may be occasions where only one member of staff is present.

To minimise risk:

- Student numbers will remain within safe supervision ratios.
- Staff must have access to a mobile phone.
- Emergency contact details must be readily available.
- Visitors must be monitored and challenged if unknown.
- Entry and exit doors should remain secure where appropriate.
- Any concerns regarding safety should be reported immediately.

Where a situation presents an increased level of risk, additional support should be sought.

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6. One-to-One Working with Students

Bellissimo Training CIC regularly provides mentoring and personalised support.

Where one-to-one work takes place:

- Professional boundaries must always be maintained.
- Sessions should take place in suitable environments.
- Staff should avoid situations that could be misinterpreted.
- Students should be aware they can raise concerns at any time.
- Safeguarding procedures must be followed at all times.

Staff must never engage in inappropriate conversations, physical contact or behaviour that could compromise professional relationships.

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7. Outreach Activities

Outreach activities may include:

- Community projects
- Educational visits
- Animal care experiences
- Outdoor learning
- Engagement activities
- Support sessions away from the provision

Before outreach activities:

- A risk assessment will be completed.
- Emergency contact details will be available.
- Staff will carry a charged mobile phone.
- Appropriate first aid arrangements will be in place.
- Staff will inform a designated contact of their location and expected return time.

Where risks are identified as high, additional staffing arrangements will be considered.

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8. Transporting Students

Bellissimo Training CIC may transport students where appropriate consent and insurance arrangements are in place.

Prior to transport:

- Written parental/carer consent must be obtained.
- Vehicles must be roadworthy, insured and legally compliant.
- Drivers must hold a valid driving licence.
- Emergency contact details must be available.

During transport:

- Seatbelts must be worn.
- Appropriate behaviour expectations apply.
- Staff should maintain professional boundaries at all times.
- Staff should avoid unnecessary route deviations.
- Mobile phones must not be used whilst driving unless through a legal hands-free system.

Transport arrangements should be recorded where required.

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9. Managing Risks During Transport

Bellissimo Training CIC recognises that transporting students may occasionally involve a lone adult and a lone student.

To reduce risk:

- Parents/carers will be informed of transport arrangements.
- Pick-up and drop-off locations will be agreed in advance.
- Staff will carry a charged mobile phone.
- Journeys should be direct where possible.
- Any concerns, incidents or disclosures must be recorded and reported to the DSL immediately.

Where specific safeguarding concerns exist, alternative arrangements may be implemented following risk assessment.

10. Communication Procedures

When undertaking lone working activities staff should:

- Carry a charged mobile phone.
- Ensure another responsible person knows their whereabouts.
- Notify a designated contact when arriving and leaving activities where appropriate.
- Report any incidents immediately.

Failure to make expected contact should be followed up promptly.

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11. Emergency Procedures

In the event of an emergency:

- Call 999 where immediate assistance is required.
- Move to a place of safety where possible.
- Contact Amy Lawrence or designated emergency contacts.
- Record and report the incident as soon as practicable.

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12. Safeguarding

Safeguarding remains paramount during all lone working activities.

Where a student makes a disclosure:

- Listen calmly.
- Do not promise confidentiality.
- Record factual information.
- Report immediately to Amy Lawrence, DSL.

Where a child is believed to be at immediate risk of harm, emergency services must be contacted without delay.

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13. Monitoring and Review

Bellissimo Training CIC will review lone working arrangements regularly to ensure they remain safe and effective.

Risk assessments will be updated whenever circumstances change.

This policy will be reviewed annually.

Approved By: Amy Lawrence

Position: Director and Designated Safeguarding Lead

Review Date: June 2027

Signature: A.lawrence_____

Date: 18/06/2026_____