

# LONE WORKING POLICY



At Among The Trees, the safety and well-being of children are paramount in all our activities, including situations where staff or volunteers may be working alone with groups of children. This additional policy statement outlines our commitment to safeguarding children during lone working scenarios in our forest school setting.

## ***Lone Working Safeguards***

### **Risk Assessment**

Before any lone working session, a comprehensive risk assessment will be conducted to identify potential hazards and implement measures to mitigate risks to children. This assessment will consider factors such as group size, children's ages, activity type, location, and communication methods.

### **Communication**

Staff and volunteers working alone with children will have access to reliable communication devices, such as mobile phones or radios, to ensure they can contact other staff members or emergency services if needed. It is a requirement that they keep these devices fully charged and functional at all times.

### **Scheduled Check-Ins**

Regular check-ins will be scheduled during lone working sessions. Staff or volunteers will be required to report their location and the well-being of the children to a designated contact person within predetermined intervals.

### **Emergency Procedures**

Clear emergency procedures will be established and communicated to all lone workers. These procedures will include steps to follow in the event of an accident, injury, or other emergency situation, ensuring swift response and appropriate action.

### **Training**

All staff and volunteers working alone with children will receive specific training on the unique challenges and responsibilities of lone working in a forest school setting. This training will include recognising signs of distress or injury in children and the procedures for reporting any concerns.

### **Parent/Guardian Involvement**

Parents or guardians will be informed in advance when lone working sessions are planned. Consent and emergency contact information will be obtained, and parents or guardians will be encouraged to share any relevant information about their child's specific needs or health concerns (shared at registration).

### **Designated Safeguarding Lead**

A designated safeguarding lead will be available for consultation and support during lone working sessions. Staff and volunteers will have access to their contact information and will be encouraged to seek guidance if any concerns arise.

### **Documentation**

Detailed records of lone working sessions, including risk assessments, check-in logs, and any incidents or concerns, will be maintained and regularly reviewed.

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At Among The Trees, we understand that while lone working can be necessary in our forest school setting, it also presents unique challenges and responsibilities. We are committed to implementing these safeguards to ensure that children's safety is never compromised in any situation, fostering a secure and enriching environment for all our young learners.

This lone working policy statement is an integral part of our broader child protection policy, and all staff and volunteers are expected to adhere to it diligently.

Date of policy statement review: 25.09.23

Next review due: 25.09.24

Among The Trees  
Matthew Couper (owner and lead practitioner)