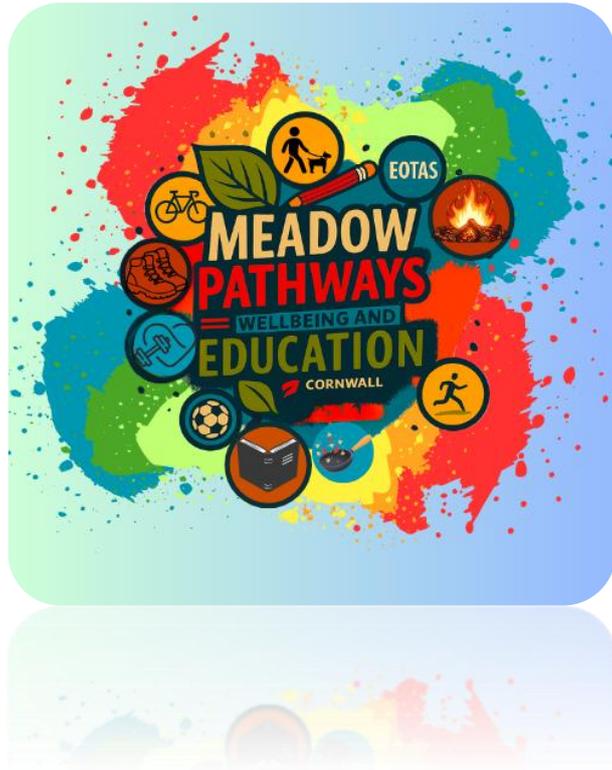


Meadow Pathways Wellbeing and Education Cornwall (MPWEC)



Lone Working Policy Education other than at School (EOTAS)

Responsibility to update: Zoe Waitz and Michelle Pascoe

Applies to: All staff, contractors, volunteers and visiting professionals working with children and young people (CYP) engaged in Meadow Pathways EOTAS packages (including tuition in homes, community venues and online).

Version No: 1

Date: September 2025

Review Date: September 2026

Introduction

To ensure the safety and wellbeing of all individuals working alone, including self-employed personnel representing Meadow Pathways while supporting children with special educational needs (SEN), in full accordance with UK safeguarding regulations.

Risk Assessment

- Conduct comprehensive risk assessments for all lone working situations.
- Identify potential hazards and implement appropriate control measures to reduce risks.
- Children requiring 2:1 support must always have adequate staffing. In the event of staff absence (e.g., due to illness), this must be communicated to the local authority and parent/guardian immediately. Sessions must be cancelled if appropriate staffing cannot be maintained.

Communication

- Ensure all lone workers have a reliable method of communication (e.g., mobile phone).
- Set up regular check-in routines, such as scheduled messages or calls.

Training

- Provide detailed training on lone working safety and emergency response.
- Ensure all individuals are aware of risks and know how to handle various situations safely and appropriately.

Emergency Procedures

- Establish and clearly communicate emergency procedures.
- Provide easy access to emergency contact numbers and ensure workers know how to use them.

Supervision

- Conduct regular supervision meetings to review lone working experiences and address any concerns.
- Assign a responsible person (**Michelle Pascoe or Zoe Waitz**) to oversee and monitor all lone working arrangements.

Personal Safety

- Encourage workers to trust their instincts. If they feel unsafe, they should take immediate action, such as contacting a parent/guardian or, in serious cases, the police.

Reporting

- Implement a clear system for reporting incidents or near-misses.
- Incident reports must be completed on the same day and shared with relevant parties, including the local authority representative, safeguarding teams, and parents/guardians.
- Inform the designated caseworker at the local authority as soon as possible in the event of any incident.

Health and Wellbeing

- Promote mental health and emotional wellbeing by signposting to free support services, including:
 - **Samaritans:** 116 123
 - **Mind UK:** 0300 123 3393
 - **Local NHS mental health services**
- Encourage a healthy work-life balance and be vigilant for signs of stress or burnout.
- Provide half termly 'space to reflect' sessions to all staff including self employed.

Safeguarding Children

- Comply fully with all safeguarding policies and procedures.
- Ensure all lone working practices align with UK safeguarding legislation to protect the welfare of children.

Review

- This policy will be reviewed annually to ensure it remains up to date and effective.
- Feedback from lone workers will be used to inform improvements.

Responsibilities

- **Directors (Michelle Pascoe & Zoe Waitz):** Responsible for ensuring policy implementation and providing support to all lone workers.
- **Self-Employed Individuals:** Expected to follow the policy, uphold safety protocols, and report any concerns or incidents promptly.