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: 2
Date: September 2026
Review Date: September 2027

Summary of Changes – September 2026 Review

This policy has been reviewed in September 2026 alongside Keeping Children Safe in Education (KCSIE) 2026, Working Together to Safeguard Children 2026, and the Crime and Policing Act 2026. Key changes made at this review:

• Added an explicit reference to KCSIE 2026 and Working Together to Safeguard Children 2026, and a cross-reference to the Safer Working Practice Guidance for detailed lone-working protocols.

• Added a note that lone workers seeing the same child regularly (3+ days in any 30-day period, or overnight) are carrying out regulated activity under the Crime and Policing Act 2026 and must hold an enhanced DBS with barred list check – see the Safer Recruitment Policy.

This summary is provided for ease of reference; the changes are reflected throughout the policy below.

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.

This policy operates alongside Keeping Children Safe in Education (KCSIE) 2026, Working Together to Safeguard Children 2026, and the more detailed Safer Working Practice Guidance for EOTAS Practitioners.

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.

• Where a lone worker sees the same child on 3 or more days in any 30-day period, or overnight, this is regulated activity under the Crime and Policing Act 2026 and requires an enhanced DBS check with children's barred list check, regardless of supervision arrangements – see the Safer Recruitment Policy.

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.