REAL Inspiration
Social Enterprise

Lone Working with Students Policy

1. Purpose
This policy establishes guidelines and procedures for staff members working alone with students, including during transportation and visits to public venues. It aims to protect both students and staff while maintaining appropriate professional boundaries and ensuring safety. The nature of work at Real Inspiration Alternative Education does mean that students will be alone with staff in various locations throughout the week.

2. General Principles
2.1. All lone working arrangements must prioritise the safety and wellbeing of both students and staff.
2.2. Staff must have completed relevant safeguarding training before engaging in lone working.
2.3. A risk assessment must be completed before any lone working arrangement is approved.
2.4. There must be a clear educational or support-related purpose for any lone working situation.

3. Prior Authorisation
3.1Written parental/guardian consent must be obtained for any lone working arrangements with students under 18 or vulnerable adults.
3.2. The purpose, duration, and locations of lone working must be documented.

4. Vehicle Transportation
4.1. Staff must:
- Hold a valid driving license and appropriate insurance coverage for business use
- Ensure the vehicle is roadworthy and regularly maintained
- Never transport students without prior authorisation

4.2. Vehicle Requirements:
- Must have current MOT certification
- Must have working seatbelts for all passengers
- Must carry a first aid kit and emergency contact information
- Must have breakdown coverage

5. Public Venue Visits
5.1. When visiting cafes, shops, or other public venues:
- Choose venues that are public and well-populated
- Select appropriate times of day for visits
- Maintain professional boundaries and behavior

- Keep receipts for any purchases
- Avoid alcohol-serving establishments unless specifically approved
- Stay in public view at all times

5.2. Required Documentation:
- Visit purpose and objectives
- Expected duration
- Emergency contact information

6. Safety Protocols

6.1. Staff must:
- Carry a charged mobile phone at all times
- Have emergency contact numbers readily available
- Know the location of nearest emergency services
- Report any concerns or incidents immediately

6.2. Location Sharing:
- Share location details with parent or Real Inspiration Director

7. Professional Boundaries

7.1. Staff must:
- Maintain appropriate professional relationships
- Keep all communication through official channels
- Document any concerns or unusual incidents

8. Emergency Procedures

8.1. In case of emergency:
- Ensure immediate safety of student
- Contact emergency services if necessary
- Notify parents and Natasha and follow advice
- Document incident thoroughly
- Follow up with appropriate support services

9. Record Keeping

9.1. Required Documentation:
- Risk assessments
- Parental consent forms
- Incident reports

10. Review and Monitoring

10.1. This policy will be reviewed annually or when:

- Legislation changes
- Organisational structure changes
- Incidents indicate a review is needed

11. Non-Compliance

12.1. Failure to comply with this policy may result in:

- Disciplinary action
- Review of employment status
- Referral to relevant authorities