**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. 

Shape**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.

Shape

**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.