# Xcelerate Academy

## Lone Working Policy

Policy Name: Lone Working Policy

Approved Date: 01/09/2025

Review Date: 01/09/2026

Responsible Person: Director, SGL Xcelerate Academy

# 1. Introduction

Xcelerate Academy recognises that there may be occasions where staff or tutors are required to work alone. The purpose of this policy is to ensure that lone working is carried out safely, and that appropriate safeguards are in place to protect both staff and students.

This policy applies to all tutors, staff, contractors, and volunteers working on behalf of Xcelerate Academy.

# 2. Definition of Lone Working

Lone working refers to situations where an individual works by themselves without direct supervision or immediate support from colleagues.

At Xcelerate Academy, lone working may include:

- A tutor working in a classroom without another adult present

- One-to-one tutoring sessions

- Staff arriving early or leaving after sessions when others are not present

- Administrative work carried out alone on site

## 3. Safeguarding Principles

Xcelerate Academy places safeguarding at the centre of all lone working arrangements. The following principles apply:

- The welfare of the child is paramount

- Lone working arrangements must not increase safeguarding risks

- Professional boundaries must always be maintained

- All staff must hold an enhanced DBS check before working with students

Wherever possible, tutoring sessions take place in an open, visible environment within the school premises.

## 4. Risk Assessment

Prior to lone working arrangements being established, the Director will consider:

- The nature of the activity

- The age and needs of the student(s)

- The location of the session

- The level of supervision available on site

- Emergency procedures

Risk assessments are reviewed regularly and adjusted if necessary.

## 5. One to One Sessions

One-to-one sessions are permitted under the following conditions:

- They take place in a professional setting

- Rooms used have visibility panels or open-door policies where appropriate

- Other staff are present elsewhere on site during sessions

- Parents are informed of session times and location

- Tutors maintain professional conduct at all times

No tutor should meet a student in a private residence without prior agreement and risk assessment.

Online one to one sessions must:

- Be conducted using appropriate professional platforms

- Be scheduled with parental knowledge

- Follow safeguarding guidelines for online safety

# 6. Site Safety

When working alone on site:

- Tutors must ensure they are aware of emergency exits

- A charged mobile phone must be available

- Entry and exit routes must remain accessible

- Tutors must inform the Director of arrival and departure where necessary

No tutor should allow unauthorised individuals into the premises.

# 7. Personal Safety

Staff should:

- Avoid confrontational situations

- Report any concerns immediately

- Maintain professional boundaries at all times

- Keep communication transparent with parents and the Director

Any incidents or concerns must be reported in line with the Safeguarding and Child Protection Policy.

# 8. Emergency Procedures

In the event of an emergency:

- Contact emergency services where required

- Inform the Director immediately

- Complete an incident report following the event

Emergency contact numbers are made available to all staff.

# 9. Monitoring and Review

This policy will be reviewed annually or sooner if legislation changes or concerns arise.

Signed: Muaadh Khan

Director, Xcelerate Academy

Date: 01/09/2025