

Lone working policy



Lone Working Policy

Rebecca Terry – Dolby Music School

Date Issued: 05/08/2025

Next Review Date: August 2026

1. Statement of Intent

Lone working presents unique challenges and increased risk. This policy provides a framework to ensure that tutors working alone—in the studio, online, or in students' homes—are protected and supported. The policy aligns with the following:

- HSE Guidance on Lone Working
 - Health and Safety at Work Act 1974
 - Working Together to Safeguard Children (2023)
 - Children Act 2004
 - ISM Code of Conduct
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2. Lone Working Responsibilities

- Inform a trusted contact of your schedule and teaching location.
 - Lock studio premises when alone.
 - Avoid engaging with unknown or uninvited visitors.
 - Always keep mobile phone fully charged and accessible.
 - Exit the situation and contact the Director if you feel unsafe.
 - Ensure emergency contact information is readily available.
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3. Online Teaching

- Use dedicated, professional teaching accounts.
 - Do not use personal email, phone, or social media for lesson communication.
 - Maintain professional appearance and conduct.
 - An adult must be present in the premises for under-18s.
 - Online platforms must be secure and password protected.
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4. Teaching in Student Homes

- Lessons may only take place when an adult is present.
 - A safe exit route must be identified at the first visit.
 - Teachers must not enter private or unsafe rooms.
 - Avoid lifting, moving heavy items, or using unsafe furniture.
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5. Safeguarding and Personal Safety

- All safeguarding concerns must be reported immediately to the DSL.
 - Avoid physical contact, confidential discussion, or being left alone with a child.
 - Maintain calm, professional communication in any difficult interaction.
 - If threatened or intimidated, leave immediately and report the incident.
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6. Mental Health and Wellbeing

- Teachers are encouraged to take regular breaks between lessons.
 - Reflective practice is recommended to process lone working challenges.
 - Monitor signs of stress, anxiety, or low mood in yourself and students.
 - Signpost families to appropriate wellbeing resources when necessary.
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7. Reporting and Documentation

- Maintain a daily log of all lessons and locations.
 - Use the standardised Safeguarding or Incident Reporting Form.
 - Submit documentation to the Director within 24 hours of an incident.
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8. Legal and Best Practice Framework

This policy is informed by:

- HSE Lone Working Guidance
 - Health and Safety at Work Act 1974
 - Working Together to Safeguard Children (2023)
 - Children Act 2004
 - ISM Code of Conduct
 - Data Protection Act 2018 (UK GDPR)
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9. Review and Acknowledgement

This policy is reviewed annually or in response to new risks, staff feedback, or updated legal guidance.

Signed: _____ Rebecca Terry

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