

SI

ACTIVITY  
CAMPS

# LONE WORKER POLICY



**ASHVILLE**  
HARROGATE

SI

FOUNDATION

# 1. Policy Statement

Sporting Influence Ltd is committed to ensuring the health, safety, and welfare of all employees, volunteers, contractors, children, partner schools, and stakeholders. This policy outlines the procedures and safeguards in place to protect staff who may work alone or in situations where they are responsible for groups of children. Sporting Influence Ltd recognises that lone working can present increased risks and is committed to minimising those risks through clear procedures, supervision structures, and safeguarding controls.

## 2. Scope

This policy applies to:

- All Sporting Influence Ltd employees (full-time, part-time, and casual)
- Freelance coaches and contractors
- Volunteers and trainees
- Staff delivering sessions in schools, community venues, sports facilities, or external sites

## 3. Definition of Lone Working

A lone worker is any member of staff who:

- Works by themselves without close or direct supervision
- Works in a separate area from colleagues
- Is responsible for opening or closing facilities alone
- Travels alone for work purposes
- Delivers sessions in environments where no immediate support is available

## 4. Core Safeguarding Requirement (Children & Young People)

### 4.1 Supervision Standard

Under no circumstances should a Sporting Influence Ltd staff member be left alone with a group of children without another responsible adult available to contact immediately.

Staff may be placed in charge of a group of children; however:

- There must always be another member of Sporting Influence Ltd staff **or**
- A member of school staff
- Present in the vicinity (within the same building or site)
- Accessible and contactable at all times

This requirement ensures:

- Safeguarding protection for children
- Protection for staff against allegations
- Immediate support in the event of an incident

If no other responsible adult is available in the vicinity, the session must not proceed.

## 5. Risk Assessment

Sporting Influence Ltd will:

- Conduct risk assessments for all venues and delivery environments
- Identify hazards associated with lone working
- Implement control measures to reduce risks
- Review risk assessments regularly

Specific risks may include:

- Safeguarding concerns
- Accidents or medical emergencies
- Aggressive behaviour
- Environmental hazards
- Isolation in remote locations

## 6. Responsibilities

### 6.1 Company Responsibilities

Sporting Influence Ltd will:

- Ensure all staff receive safeguarding and lone working training
- Ensure safer recruitment procedures are followed
- Provide clear communication channels
- Maintain up-to-date contact details for all staff
- Ensure staff know escalation procedures
- Provide appropriate insurance cover
- Monitor compliance with this policy

### 6.2 Employee Responsibilities

All staff must:

- Follow safeguarding and supervision requirements
- Ensure another adult is in the vicinity before delivering sessions
- Inform management of their location and schedule
- Report incidents, near misses, or concerns immediately
- Not put themselves in situations where they are completely isolated with children
- Adhere to venue-specific safety procedures

## 7. Communication Procedures

When working in environments where supervision is limited:

- Staff must inform their line manager of session location and timings
- Staff must have access to a charged mobile phone
- Emergency contact numbers must be saved and accessible
- Check-in procedures may be required for remote or higher-risk environments

Failure to check in when required may trigger welfare follow-up procedures.

## **8. Emergency Procedures**

In the event of:

- Medical emergency
- Safeguarding concern
- Aggressive behaviour
- Serious accident

Staff must:

- Ensure the immediate safety of children.
- Contact emergency services where necessary.
- Inform school staff immediately (if on school site).
- Notify Sporting Influence Ltd management as soon as possible.
- Complete an incident report within 24 hours.

## **9. Safeguarding & Allegations Protection**

To protect both children and staff:

- Staff should avoid 1:1 situations in isolated spaces.
- Doors should remain open where possible.
- Activities should take place in observable environments.
- Personal contact details must not be shared with children.
- Communication with children must follow company safeguarding policy.

## **10. Working Outside Normal Hours**

When opening or closing facilities:

- Staff should avoid being alone on site where possible.
- Management must be informed of timings.
- Entry and exit points must be secured.
- Any concerns must be reported immediately.

## **11. Home Working & Remote Administration**

Where staff are working from home:

- A safe working environment must be maintained.
- Data protection procedures must be followed.
- Safeguarding communication must only occur via approved channels.

## **12. Incident Reporting**

All lone working incidents must be reported, including:

- Near misses
- Verbal abuse
- Safeguarding concerns
- Situations where supervision requirements were compromised

Reports will be reviewed by senior management and acted upon accordingly.

## **13. Non-Compliance**

Failure to adhere to this policy may result in:

- Investigation
- Disciplinary action
- Termination of contract (where applicable)

Safeguarding breaches will be treated as serious misconduct.

## **14. Policy Review**

This policy will be reviewed annually or sooner if:

- Legislation changes
- An incident highlights required updates
- Operational changes occur

## **Approval**

Approved by: C Doey

Position: Camp Leader

Date: 27/02/2026

Review Date: 27/02/2027