

Creative Makers CIC

Lone Working Policy

Approved by: Rebecca Knee

Role: Director – Creative Makers CIC

Date approved: 01.01.2026

Next review: 01.01.2027

Policy Lead: Rebecca Knee

Location: Woodhayse, BA11 5DW

1. Policy Statement

Creative Makers CIC recognises that lone working may form part of the day-to-day operation of the provision. As a small alternative education provision operating from a home-based studio environment, there will be times when Rebecca Knee, as Director and lead practitioner, is working alone and other times when additional adults are present elsewhere on the property.

The organisation is committed to ensuring that any situations involving lone working are properly assessed, planned and managed to minimise risk. The safety and wellbeing of learners, staff, volunteers and visitors remains the highest priority.

Creative Makers acknowledges that lone working is not inherently unsafe, but additional precautions must be taken to ensure that staff have access to support and communication where necessary.

This policy should be read alongside the following documents:

- Health & Safety Policy
- Master Risk Assessment
- Safeguarding Policy
- Behaviour and Incident Procedures

2. Definition of Lone Working

Lone working refers to situations where a person is working without another colleague present in the immediate workspace or without direct supervision.

Within Creative Makers this may include situations where:

- Rebecca Knee is working alone in the studio environment
- preparation or administrative work is being completed outside of session times
- the studio is being opened or closed
- equipment is being prepared or packed away
- outdoor learning spaces are being checked prior to activities

It may also include situations where another responsible adult is present elsewhere on the property but not directly within the classroom space.

3. Working Arrangements at Creative Makers

Creative Makers operates from a studio classroom located at Woodhayse, BA11 5DW. The property includes a private residential dwelling and outdoor spaces used for supervised learning activities.

Working arrangements may vary depending on the session or activity taking place. At times Rebecca Knee may be the primary adult present in the classroom environment. At other times additional adults may be present elsewhere on the property.

All adults living on or regularly present within the property have appropriate DBS checks in place. This includes adults residing in the private residence associated with the property. This ensures that any adult who may be present on site has been subject to appropriate safeguarding screening.

While additional adults may be present on the property, they do not routinely work within the classroom environment unless required. Their presence provides an additional safeguard and support if assistance is needed.

4. Communication and Contact Procedures

Creative Makers ensures that effective communication systems are available when lone working occurs.

Communication may include:

- access to a mobile phone
- use of communication devices such as microphones or radios
- the ability to contact another adult present elsewhere on the property

Where communication devices are used, they are used appropriately and are not used within the classroom during teaching activities. These devices are used only when necessary to request assistance or respond to safety concerns.

This ensures that support can be accessed quickly if required while maintaining a calm and focused learning environment for learners.

5. Supervision of Learners

Creative Makers operates with small group sizes, typically between four and seven learners. This allows for close supervision and strong awareness of each learner's needs.

Learners are supervised at all times while attending the provision.

In situations where a learner requires a higher level of support due to behavioural needs, emotional regulation difficulties or medical requirements, the referring school or parent may provide additional support staff to ensure safe supervision.

Activities involving higher risk equipment or environments are planned carefully and may require additional adults to be present.

6. Risks Associated with Lone Working

Potential risks associated with lone working include:

- delayed response to accidents or medical emergencies
- environmental hazards within the premises or outdoor areas
- behavioural incidents requiring additional support
- communication difficulties during emergencies
- personal safety concerns

These risks are identified and controlled through the Creative Makers Master Risk Assessment.

7. Control Measures

Creative Makers implements several measures to ensure lone working situations remain safe.

These include:

- maintaining clear risk assessments covering lone working situations
- ensuring communication devices are available when required
- maintaining secure premises and controlled access
- ensuring clear supervision arrangements during learner sessions
- ensuring another adult is available on the property where possible
- ensuring emergency procedures are clearly understood

Environmental checks are also completed regularly to ensure that equipment, walkways and outdoor spaces remain safe.

8. Situations Where Lone Working Is Not Appropriate

Lone working will be avoided in situations where risks cannot be safely managed.

Examples may include:

- activities involving significant behavioural risk
- activities involving higher-risk tools without adequate supervision
- situations where a learner requires continuous one-to-one support
- situations where immediate emergency support may be required

In these situations additional supervision arrangements will be implemented.

9. Emergency Procedures

In the event of an emergency, staff should prioritise safety and take appropriate action.

This may include:

- contacting another responsible adult on the property
- contacting emergency services where required
- ensuring the safety of all learners
- recording the incident according to Creative Makers procedures

First aid equipment remains accessible at all times.

10. Training and Awareness

All staff and volunteers are expected to read and understand this policy. Lone working arrangements are discussed as part of induction and health and safety procedures.

Staff should remain aware of potential risks and report any concerns or hazards immediately.

11. Monitoring and Review

Lone working arrangements are monitored through:

- regular review of risk assessments
- incident and accident reporting

- daily safety checks
- review of working practices

This policy will be reviewed annually or sooner if changes occur within the organisation or if new risks are identified.