



DOCUMENT	reviewed	By whom?
LONE WORKER CHILD POLICY	22/09/2025	Leon Edwards

Next review date - on or before	15/09/2026
Managing Director	Leon Edwards
Primary Director	Lyndsey Edwards
Student Welfare – Secondary	Daisy Knock
Senior Provision Practitioner - Primary	Kay Hard
Contact details	<a href="mailto:leon@pushforward.uk">leon@pushforward.uk</a>
	0330 818 0186
<b>In addition to this document please review the Driving Risk Assessment and the Student Register Workflow</b>	

Pushforward Education work in a 1-2-1 capacity with every young person to ensure that the exact needs are met in relation to understanding and progressing that young person. Each young person has their own personal timetable. This brings with it some risks, so we have formalised our processes for mitigating risk. Please take the time to understand the flow diagram and accompanying risk assessments.

### Policy Statement

It may be necessary for employees to work alone (on a one-to-one basis with a child or young person). This may occur as a regular part of an employee's working practice or may occur on an occasional basis. In either situation, it will arise from the understanding that this is the most appropriate and effective way of working with a particular child or young person. The safety of children, young people and workers is paramount and Pushforward are committed to minimising the risk of lone working for its employees.

### Procedures

When meeting alone with children or young people, the following procedures should be adhered to.

- Staff working with children and young people must have a current Enhanced DBS check.
- Any staff members conducting lone working and their line manager must be familiar with their local safeguarding and child protection policy and the Local Safeguarding Children's Board guidance for managing safeguarding concerns. This is done through reading of relevant documents on the database and signing to acknowledge through our Jotform System.
- Staff members must ensure from the outset that the child or young person understands that their meetings are confidential, but there are limits to confidentiality in line with safeguarding practice (see Confidentiality Policy for details). Staff members should never agree to keep 'secrets' and must ensure that children and young people understand this position.



- Staff members must ensure, from the outset of the work, that the child or young person understands the boundaries of what the worker and the service can offer, and what they cannot offer. The child or young person should know that support may be time-limited and will cover specific matters relating to the child or young person's Education. The child or young person should be supported to access other services to meet other needs.
  
- The child or young person should be asked to provide emergency contact details and medical information before the provision starts. This generally comes from family, or through the online initial referral form. This information needs to be stored securely and the child or young person must understand that this information will only be used in case of emergency (please see emergency details through the database)
  
- Children and young people should be worked when other members of staff are at hand, in the same building wherever possible.
  
- The staff member should follow the Relationships Policy guidance, In some exceptional circumstances a staff member may need to touch the child or young person to support them appropriately. In these circumstances, the child or young person should always initiate touch, If you need to touch the child or young person, then touch their hands, arms or shoulders only.
  
- Staff members must be mindful of maintaining professional boundaries with the child or young person. They should not share unnecessary details about their personal lives, and should not seek unnecessary details of the child or young person's personal life. The staff member should not give gifts to the child or young person. As with all service users, staff members should use their professional judgement with regard to accepting gifts from children and young people. A parting gift from a service user may be acceptable, but regular gifts may compromise impartiality. Staff members should consult with their line managers, if they are unsure.
  
- Staff members should not have contact with children or young people outside of work. This includes contact via social media. If a child or young person initiates contact outside of the provision, it should be explained to them that this is not allowed by the service and contact should be ended.
  
- If, during the course of your work, concerns are raised that the child or young person may present a risk to others, then the child or young person should be asked for permission to speak to someone who knows them well in order to better understand their support needs. The nominated person should be asked to clarify if there are any risks or concerns related to seeing the child or young person alone, without details of the specific request being shared. These checks and information gathering will be carried out by The Safeguarding and Wellbeing teams managed by Daisy Knock or for Primary, kay Hard.

Explore the options and make best endeavours to resolve how best to support and work with the child or young person safely. If necessary, the child or young person can be seen with another colleague or professional present.



Pushforward provision adheres to the following process to ensure children and staff are kept safe during all 1-2-1 working so we know exactly where a learner is at any one time.

	<b>ACTION PRIOR TO DELIVERY</b>
1.	Information gather from all those that are important and influence that young person. Including face to face meeting with parents/carers.
2.	Personal Risk assessment completed by Staff Safeguarding team and reviewed by delivery staff.
3.	Plan reviewed again EHCP where appropriate.
4.	Lesson plans written termly with activities based on learner interests showing venues, timings and activities.
5.	Venue risk assessments read prior to delivery. DRA completed as appropriate.
	<b>DELIVERY</b>
1.	Contact with family/carer prior to pick up of learner where appropriate.
2.	Once learner is picked up a message on 3CX and complete a student pick up form to link the child to the staff member.
3.	Learner to sign pick up form on Jotform (mobile)
4.	Mobile is set up with tracking system through SOTI to record journey,
5.	Dynamic Risk assessment is completed onsite.
6.	Learner signed into/out of Pushforward Venue
7.	Commentary on 3CX Safeguarding messaging service when venue, journey or activity changes.
	<b>ACTION POST DELIVERY</b>
1.	Any safeguarding concerns to be completed on the Safeguarding Jotform Work Laptop or mobile in a timely fashion.
2.	Learner Daily Jotform to be completed showing learner journey.