

**iWYYS**

**It's What You Say**

**CR.eATIVE** Education Provision

**IWYS Alternative  
Provision  
Working Alone with  
Children  
Policy**

# Working Alone with Children Policy

## Purpose

The purpose of this policy is to ensure the safety and wellbeing of both students and staff members at IWYS Alternative Provision when situations arise where a staff member may need to work alone with a child.

## Scope

This policy applies to all staff members, including teaching and non-teaching staff, volunteers, and contractors who might be in situations where they are alone with children.

## Policy Statement

We are committed to ensuring the safety of children and staff. No staff member should be left alone with a child unless absolutely necessary and authorised under this policy.

## Procedures

### 1. Risk Assessment

- Conduct a risk assessment to identify potential risks associated with working alone with children.
- Review risk assessments regularly and update them when necessary.

### 2. Authorisation

- Staff must obtain prior approval from the Proprietor or designated safeguarding lead before working alone with a child.
- Record all instances where staff are authorised to work alone with a child.

### 3. Safe Environment

- Ensure that the environment is safe and conducive to the activity being undertaken.
- Keep doors open or work in rooms with visibility from outside, where possible.
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### 4. Communication

- Inform another staff member when you will be working alone with a child.
- Use school communication systems to keep in touch if necessary.

## 5. Training

- Provide regular training for staff on safeguarding and child protection, emphasising the risks and procedures of working alone with children.

## 6. Reporting

- Report any concerns or incidents immediately to the designated safeguarding lead.
- Keep a written record of all incidents, including date, time, and details of the incident.

## Responsibilities

- **Principal/Designated Safeguarding Lead:** Ensure the policy is implemented and adhered to.
- **Staff Members:** Follow the procedures and report any concerns.
- **Students:** Understand the importance of this policy for their safety.

## Review

This policy will be reviewed annually or as needed, to ensure it remains relevant and effective.

Reviewed	February 2026
Authorised by	Charmaine Baines
Next Review	Annually – February 2027