The New Walk School *Bespoke support. Brighter futures.*

Lone Working Policy

The New Walk School policy framework

Policy	Lone Working Policy	**Version**	V1
Issue date	08 May 2026	**Next review**	08 May 2027
Policy owner	Headteacher	**Approved by**	Directors of The New Walk School Ltd

1. About The New Walk School

The New Walk School is an independent specialist day school for pupils aged 7 to 19 who have Social, Emotional and Mental Health (SEMH) needs, autism spectrum conditions, learning difficulties and communication difficulties. The school is located on New Walk in Leicester — a setting with a long-standing association with academic life — and is operated by The New Walk School Ltd, a Company Limited by Guarantee.

The majority of our pupils hold an Education, Health and Care Plan (EHCP) and many have experienced previous educational placements that did not meet their needs. Our offer combines a broad academic curriculum with an in-built therapeutic provision rooted in the PACE model — Playfulness, Acceptance, Curiosity and Empathy — developed by Dr Dan Hughes. PACE is a relational approach designed to build trust, regulate distress and create the safety from which learning can take place. It informs how every adult in the school speaks to, listens to and works with our pupils.

3. Statutory framework

This policy is in line with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the HSE's Working Alone guidance (INDG73). It must be read alongside the Safeguarding, Staff Code of Conduct and Health and Safety policies.

4. Definition

Lone working at The New Walk School includes any situation where a member of staff works without close or direct supervision: 1:1 sessions with a pupil in a closed or semi-closed space; therapeutic sessions; before- and after-school working; visits to the homes of pupils or their families; community-based teaching; and out-of-hours building access.

5. Risk assessment

A generic lone-working risk assessment is in place and is supplemented by individual or activity-specific assessments where the risk profile is higher (e.g. home visits, working with a pupil with a known history of

physical aggression). Risk assessments identify: the activity; foreseeable risks; control measures; communication arrangements; and emergency procedures.

6. Communication arrangements

Staff working alone are required to: log their activity and location; carry a charged mobile phone; agree a check-in time with a named colleague; and use a duress code-word system if the activity carries a risk of confrontation. Home visits are made in pairs wherever possible and never to a household with known risks without a planned safety arrangement.

7. 1:1 work with pupils

1:1 work with pupils takes place in spaces with: a window or open door wherever practicable; line-of-sight from another adult or in a frequently used area; and known check-in points. The Staff Code of Conduct and Safer Working Practice apply in full.

8. After-hours and weekend working

Out-of-hours building access is recorded. Staff working alone in the building inform a senior colleague of arrival and expected departure, and confirm departure on leaving.

9. Personal safety training

Staff whose roles involve significant lone working receive training in personal safety, de-escalation and PACE-informed practice.

Monitoring and review

This policy is reviewed annually by the Headteacher in consultation with the senior leadership team and the Directors of The New Walk School Ltd. It will be reviewed earlier where there is a material change in legislation, statutory guidance or the operational needs of the school. The most recent version is held on the school's policy register and is made available to parents, carers and staff on request.

Linked policies and documents

This policy should be read alongside the school's wider policy suite, including: Safeguarding and Child Protection; SEND; Behaviour and Relationships; Anti-Bullying; Equality, Diversity and Inclusion; Health and Safety; Curriculum; and Complaints.