



# Lone Working Policy

Pocket Money Adventures CIC

Version 1.0

Effective date: 24 April 2026

Review date: 24 April 2027

Approved by: Nathan Waldron, Director, on behalf of the Board of Directors (Pocket Money Adventures CIC)

## Pocket Money Adventures CIC

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**Designated Safeguarding Lead:** Nathan Waldron

**Deputy DSL:** Bernadette Houlton

## Purpose

Lone working is a foreseeable feature of PMA's operating model. The Director delivers 30-minute sessions in primary schools and travels alone to and from those schools. This policy sets out how PMA manages the health, safety, safeguarding, and wellbeing risks associated with lone working — for the person working alone and for the children and adults they come into contact with.

## Legal framework

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (regulation 3 requires a suitable and sufficient risk assessment)
- KCSIE 2025 — lone working as a safeguarding issue in roles with access to children
- Employers' Liability (Compulsory Insurance) Act 1969

## Scope

Applies to any PMA person (director, employee, contractor, volunteer) working in a situation without close or direct supervision by another PMA person. The most common scenarios are:

- Delivering a 30-minute session in a school classroom (the class teacher is present, not a PMA colleague)
- Travelling alone by car to and from a school
- Working from home between visits
- Attending a sponsor or partner meeting alone

## Core principle — a lone worker is never truly alone

PMA does not operate a model where any person is genuinely unreachable for extended periods. Every visit, journey, and session has a known start, a known end, a known location,

and a named person expecting confirmation. The Deputy DSL is the default check-in contact if the Director is the lone worker.

### **Required controls for school visits**

1. Share the visit schedule with the Deputy DSL (Bernadette Houlton) at least 24 hours before the visit — school, class, start time, end time, expected departure.
2. Confirm on arrival by text or email to Bernadette. If no confirmation received within 30 minutes of the scheduled start, Bernadette calls the school to check.
3. Confirm on departure by text or email. Expected departure + 60 minutes without confirmation triggers a safety escalation call from Bernadette.
4. Class teacher is present in the room throughout the session. PMA is never alone with children. KCSIE Part 1 is followed.
5. Carry a charged mobile phone with ICE (in case of emergency) contacts visible on the lock screen.
6. Know the school's fire exits and safeguarding lead before the session starts (asked on arrival).
7. Document the visit on return in the Activity Log.

### **Required controls for travel**

- Business-use car insurance confirmed and current
- Licence valid, vehicle roadworthy, MOT current
- Rest breaks on journeys over 2 hours
- No same-day late evening return after an early morning start
- Journey planned in advance (not improvised)
- Fuel sufficient or planned fuel stops on route
- Phone charger in the vehicle

### **Required controls for working from home**

- Regular breaks from screen work
- Ergonomic set-up that doesn't cause back or neck strain
- Emergency contact list next to the desk
- Document any incident (slip, fall, burn, illness) in the Risk Assessment Register

### **Safeguarding implications**

- Under no circumstances is PMA alone with a child. The class teacher is present in every session.
- If a child approaches PMA outside the session (for example in a corridor), PMA politely redirects to the teacher and keeps the interaction in view of other adults.
- If a safeguarding concern is raised during a session, PMA passes it immediately to the school's DSL and also notifies PMA's DSL (Nathan) and Deputy DSL (Bernadette). The concern is not handled alone.
- Any allegation made about a PMA lone worker is escalated via the Safeguarding Policy v1.3 and LADO route — the lone worker does not handle it themselves.

### **Wellbeing**

Lone working carries wellbeing risks: isolation, stress, fatigue, burnout. PMA addresses these by:

- Weekly 1:1 catch-ups between the Director and the Deputy DSL

- An annual wellbeing review between the Director and the Advisory Board
- A named person (the Deputy DSL) the lone worker can contact at any time about wellbeing concerns without stigma
- Capacity planning — no more than four school visits in a single week without a planned rest day

### **Escalation — what to do if check-in fails**

8. Deputy DSL calls the Director's mobile first.
9. If no answer within 15 minutes, Deputy DSL calls the school directly.
10. If no answer from either and the situation warrants it (for example: severe weather, known medical condition, serious delay), Deputy DSL calls 999 or the non-emergency 101 as appropriate and raises a welfare check.
11. Every failed check-in is logged in the Activity Log and reviewed monthly.

### **Review**

This policy is reviewed annually and after any lone-working incident or near-miss. It is also reviewed when the programme model changes — for example, if PMA begins delivering in pairs, if the Deputy DSL role moves, or if the visit volume increases.

### **Linked policies and references**

- Health and Safety Policy v2.0
- Children and Adult Safeguarding Policy v1.3
- Risk Assessment Register v1.0 (RA-07 lone working, RA-08 travel)
- Safer Recruitment Policy v1.0
- Operational Reference Hub — Emergency services and LADO routes

### **Version history**

- v1.0 — 24 April 2026. Standalone policy extracted from Risk Assessment Register RA-07. Aligned to HSWA 1974, MHSW Regs 1999, and KCSIE 2025. Review annually.

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