



## Lone Working Policy

### Our Commitment

At The Playhouse Foundation, children's safety and welfare always come first. We also take care to ensure our staff are protected through clear lone working practices and risk assessments.

### What Do We Mean by Lone Working?

- **Lone Building Working:** One practitioner alone in the building with children.
  - This is not allowed under any circumstances for safeguarding reasons.
- **Lone Room Working:** One tutor alone with a child/children in a room.
  - This may happen for short periods of time (e.g. answering the phone or stepping away from the main ABA room).
  - Certain conditions must always be met (see below).

### Conditions for Lone Room Working

Tutors may only work alone in a room with children if:

- They are **18 years or older**.
- They hold a **full DBS check**.
- At least **one parent is present in the building** and able to call for assistance if needed.
- The **door remains open** so parents can see or hear their child.
- Tutors know the **location of the first aid kit**.

### Risk Assessments

Before starting every new ABA programme, a risk assessment is carried out at the family's home. This ensures safety for both the child and tutor.

*Last reviewed: August 2025*