



Organisation: Unmask Your Potential Ltd
Policy owner: Helen Kent
Designated Safeguarding Lead: Helen Kent
Deputy Designated Safeguarding Lead: N/A
Online Safety Lead: Helen Kent
Version: 1.0
Date approved: 01/09/2025
Review date: 31/08/2026

6. Lone Working and Risk Assessment Policy

6.1 Purpose

Unmask Your Potential Ltd recognises that staff may sometimes work alone with young people or in community, school, commissioned or online settings. This policy sets out how risks will be assessed and managed.

6.2 Risk assessment

Before provision begins, Unmask Your Potential Ltd will consider:

- The young person's age, needs and known risks
- Safeguarding concerns
- Behavioural or emotional risks
- Venue safety
- Travel arrangements
- Medical or mental health needs
- Communication needs
- Online safety risks
- Staff experience and training
- Emergency contact arrangements
- Commissioner information and expectations

An individual risk assessment may be completed where required.

6.3 Lone working arrangements

Where staff work alone, the organisation will ensure:

- Session time, location and participant details are known
- Emergency contacts are available
- Staff have access to a phone
- Check-in/check-out arrangements are in place where appropriate

- The venue is safe and suitable
- Any incident is reported and reviewed

6.4 Dynamic risk assessment

Staff must continually assess risk during sessions. If a session becomes unsafe, staff may pause or end the session and seek support.

6.5 Incident reporting

Any accident, incident, safeguarding concern, aggression, threat, missing incident or significant behaviour concern must be recorded and reported to the DSL or appropriate lead.

6.6 Review

This policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance, Suffolk safeguarding procedures or organisational practice.

This policy will be reviewed annually or sooner if:

- Statutory guidance changes
- Suffolk safeguarding procedures change
- There is a safeguarding incident or serious concern
- Provision changes significantly
- Commissioning requirements change

Approved by: Helen Kent

Role: Director

Signature: 

Date: 01/09/2025