



ELEVATED UP CIC

Lone Working Policy

Policy	Lone Working Policy
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Director (Operations)

1. Purpose

This policy keeps staff and volunteers safe when they work alone, and protects participants by avoiding unobserved one-to-one contact.

2. When lone working happens

Lone working may occur when opening or closing the studio, preparing for or clearing up after sessions, or carrying out administrative work outside session times.

3. Our arrangements

- We avoid one adult being alone and unobserved with a child or adult at risk. Where a one-to-one is unavoidable, it takes place in an open, visible space and is agreed in advance.
- A lone worker tells a colleague when they start and finish, and checks in if plans change.
- Anyone opening or closing the building makes sure it is secure and that they can call for help if needed.
- Staff and volunteers carry a charged phone and know who to contact in an emergency.

4. If you feel unsafe

Personal safety always comes first. If a situation feels unsafe, leave, call for help and report it to a Director as soon as possible.

5. Review

This policy is reviewed every year.



Approval

Approved on behalf of the Board of Directors:

A handwritten signature in black ink, appearing to read 'Emma Hobbis', positioned above a horizontal line.

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026