

TRAINING CAVE



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Approved By	Jack Sunderland Director Training Cave Club Ltd

1. Purpose

Training Cave Club Ltd will protect people who work without close or direct supervision and will manage the additional safeguarding risks that can arise when an adult works one to one with a child or young person. This policy sets the minimum controls for authorised work at Training Cave's premises, including opening or closing alone, working outside usual staffed periods and delivering planned individual sessions.

Lone working is not automatically prohibited, and one-to-one work is not automatically unsafe. Each arrangement must be suitable for the task, person and circumstances. Work must not proceed where the identified risks cannot be controlled, where the activity requires two people, or where an emergency could not be managed safely.

2. Organisational Status and Scope

Training Cave is an independent non-school alternative provision and boxing provider. This policy applies to employees, other workers, coaches, tutors, mentors, volunteers and contractors carrying out authorised duties for Training Cave.

Training Cave does not currently deliver educational visits or off-site alternative provision and does not transport learners. This policy does not authorise either activity. Any future proposal must be approved separately and supported by appropriate safeguarding, consent, insurance, risk assessment and emergency arrangements before it begins.

Ordinary gym membership and commissioned alternative provision are distinct services. The same safeguarding and professional-boundary standards apply whenever an adult is placed in a position of trust or responsibility for a person under 18.

3. Legal and Regulatory Framework

This policy has regard to the law and guidance relevant to Training Cave's role, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 where applicable;
- Equality Act 2010;
- UK GDPR and Data Protection Act 2018;
- Working Together to Safeguard Children 2026;
- Keeping Children Safe in Education 2026, used as relevant safeguarding guidance and commissioner assurance;

- DfE Non-school Alternative Provision Voluntary National Standards, August 2025; and
- Health and Safety Executive guidance on protecting lone workers.

Keeping Children Safe in Education places legal duties on schools and colleges rather than making Training Cave a school. Training Cave follows relevant safeguarding expectations to support safe commissioned placements and partnership working.

4. Definitions

4.1 Lone Working

Lone working means working without close or direct supervision and without another suitable person immediately available to help. A worker may be alone in the building, or may be separated from colleagues even when other people are elsewhere on the premises.

4.2 One-to-One Working

One-to-one working means an adult carrying out an activity, conversation or session with one learner or junior member without another suitable adult directly participating. It is primarily a safeguarding and professional-boundary situation and is not always the same as lone working.

4.3 Responsible Contact

The responsible contact is the manager or nominated person who knows the worker's location, task and expected finish time, receives agreed check-ins and begins the escalation process if contact is missed.

5. Responsibilities

5.1 Director and management

- Identify foreseeable lone-working and one-to-one arrangements and ensure suitable risk assessments are in place;
- Decide which tasks are authorised, restricted or prohibited and provide appropriate equipment, information, training and supervision;
- Ensure there is a workable check-in and missed-contact escalation process;
- Consider individual factors including experience, disability, pregnancy, health conditions and known risks; and
- Review incidents, near misses, allegations and changes to the premises or provision.

5.2 Workers volunteers and contractors

- Follow the relevant risk assessment, safe system of work and safeguarding procedures;
- Tell management about any condition, concern or change that may affect safe lone working;
- Maintain communication, complete agreed check-ins and confirm safely leaving the premises;
- Stop work and seek support when controls are absent or the situation becomes unsafe; and
- Report incidents, near misses, safeguarding concerns and boundary concerns promptly.

5.3 Designated Safeguarding Lead

The Designated Safeguarding Lead will advise on one-to-one arrangements involving children, respond to safeguarding or low-level concerns, maintain safeguarding records and make or support external referrals where required.

6. Risk Assessment and Authorisation

Training Cave's risk assessment will identify routine lone-working tasks, people authorised to undertake them, tasks that require specific approval and tasks that must not be done alone. The assessment will consider:

- The person's competence, experience, health, communication needs and ability to summon help;
- The task, equipment, physical contact, manual handling and likelihood of injury;
- Known behaviour, safeguarding, medical or vulnerability information relating to anyone present;
- The time, expected duration, staffing elsewhere in the building and access by the public;
- The premises, including the single main entrance and exit, toilets, changing rooms, shower, office, storage areas, ring, bags and weights area;
- Fire, security, first-aid and other emergency arrangements; and
- Check-in frequency, missed-contact escalation and who can attend or contact emergency services.

Routine work may proceed only where it is covered by an approved assessment and the worker is authorised and competent. A new, changed or higher-risk arrangement requires management approval and an updated assessment before it begins.

7. Work That Must Not Be Done Alone

Unless a specific assessment approved by the Director provides an equivalent safe arrangement, a person working alone must not:

- Undertake work at height, electrical work, high-risk maintenance, heavy equipment moves or any task identified as requiring two people;
- Confront an intruder, violent person or suspected offender;

- Continue a session where behaviour, intoxication, aggression, medical need or safeguarding information creates an uncontrolled risk;
- Deliver contact sparring or another high-risk boxing activity when only the worker and learner or junior member are present;
- Work with a learner in a toilet, shower, changing room, storage room, locked room or other isolated area; or
- Use a lock or obstruction that prevents emergency escape through the main exit.

7.2 One-to-One Working with Learners

Where one-to-one sessions are necessary:

- They must be planned and, where appropriate, authorised by management
- Sessions should take place in safe, appropriate environments, ideally with:
 - Open doors or visible spaces
 - Clear lines of sight
 - CCTV coverage where available
- Session details (time, location, purpose) should be recorded
- Another staff member should be aware the session is taking place

Staff must not:

- Take learners to isolated or inappropriate areas without approval
- Deliver sessions in changing rooms, private vehicles, or unsupervised spaces
- Share personal contact details or communicate via personal social media

8. Lone Working at the Premises

Before working alone, the worker must ensure that the activity is authorised, the responsible contact knows the location and expected finish time, a charged phone is immediately available, emergency contacts are accessible, and the exit route is clear and can be opened from inside.

The worker must complete the agreed arrival, periodic and leaving check-ins. Check-in frequency will reflect the risk and duration; opening and closing alone require at least a start and safe-departure confirmation. The responsible contact must not assume that a missed check-in is an oversight.

A missed-contact plan will state how soon contact is retried, who is called next, whether someone should attend, and when police or emergency services should be contacted. No person should enter or approach a potentially dangerous situation merely to check on a worker.

9. Opening, Closing and Security

A person opening or closing alone will follow the premises checklist, remain alert for signs of forced entry or an unknown person, and withdraw to safety and call the

police rather than investigate. Doors and alarms will be operated in the agreed order, but the main exit must remain usable from inside whenever anyone is present.

Cash, keys, access codes and personal information will be handled discreetly. Workers must not disclose to members of the public that they are alone. Faults affecting locks, lighting, phones, fire safety or access must be reported and may mean lone working cannot continue.

10. One to One Work With Learners and Junior Members

One-to-one work must form part of an agreed programme or be specifically authorised. The session, staffing model and relevant safeguards should be known to management and, for commissioned learners, reflected in the placement arrangements shared with the commissioner and parent or carer as appropriate.

The adult must:

- Use the open main gym or another suitable, observable space and avoid unnecessary isolation;
- Record the learner, date, start and finish time, staff member and purpose through the normal register or session record;
- Ensure another responsible person knows the session is taking place and how to contact the adult;
- Maintain professional language, conduct, dress, communication and physical boundaries;
- Explain any necessary coaching contact beforehand and keep it appropriate, proportionate and related to the activity;
- Follow the learner's risk assessment, healthcare information, behaviour support and safeguarding arrangements; and
- End or pause the session and obtain support if risk changes or either person becomes uncomfortable.

Staff must not use personal social-media accounts or unapproved private messaging with learners, exchange personal contact details, arrange unauthorised meetings, take unnecessary photographs or recordings, or invite a learner into a private vehicle. Toilets, showers and changing rooms are private areas. Staff may enter only for an immediate safety or safeguarding reason, should announce themselves where practicable and must record and report the circumstances.

A sensitive conversation or safeguarding disclosure may require privacy. The adult should use the least isolated suitable space, ensure another appropriate adult knows where the conversation is taking place, avoid locking the door and report or record the matter promptly. Privacy must not prevent immediate safeguarding action.

11. Supervision, First Aid and Emergencies

The level of supervision and monitoring will be based on risk. New or inexperienced workers will not work alone until management is satisfied that they understand the premises, hazards, emergency procedures and limits of their authority.

The first-aid needs assessment will determine whether planned lone work can proceed and what first-aid equipment, training and communication are required. A person working alone must understand that immediate assistance may not be available. A learner session must not proceed without the first-aid and medical arrangements identified for that learner and activity.

In an emergency, the worker should protect life, move to safety where possible, call 999, provide the exact address and notify management. They must not delay urgent treatment while trying to contact a parent or commissioner. Fire, medical, violence, missing-person and safeguarding procedures remain applicable.

12. Behaviour, Violence and Personal Safety

Known behaviour and violence risks must be considered before authorising lone or one-to-one work. Where the assessment requires two adults, a second suitable adult must be present. Staffing must not be reduced simply because a session is short or familiar.

Workers should maintain access to an exit, avoid becoming trapped between a person and the door, use de-escalation and withdraw when it is safe to do so. They must not use physical intervention as a substitute for adequate staffing. Any physical intervention must meet the separate Behaviour Management and Relationships Policy and safeguarding requirements.

13. Contractors, Visitors and Other Adults

Contractors and visitors will be given relevant safety information and must be supervised or segregated from learners according to their role, vetting status and risk assessment. They must not be left alone with a learner merely because another member of staff is elsewhere in the building.

14. Reporting, Recording and Response

Accidents, near misses, missed check-ins, threatening behaviour, unauthorised access, equipment or security faults, safeguarding concerns, allegations and professional-boundary concerns must be reported promptly. Immediate safeguarding concerns go to the Designated Safeguarding Lead; concerns about an adult working with children follow the allegations and low-level-concerns procedures.

Records will be factual, dated, securely stored and shared only where necessary. Management will review what happened, support those involved, update

assessments and procedures, and make external notifications under safeguarding, RIDDOR, insurance or contractual arrangements where required.

15. Training, Monitoring and Review

Relevant staff and volunteers will receive induction on lone-working controls, check-ins, emergency action, safeguarding, professional boundaries, behaviour and de-escalation. Competence will be checked before authorisation and refreshed when duties, risk or guidance change.

Management will monitor lone-working arrangements through records, supervision, staff feedback, incidents and spot checks. This policy will be reviewed at least annually and sooner after a significant incident, safeguarding concern, change to the premises or provision, or relevant legal or guidance change.

16. Related Policies and Procedures

- Child Protection and Safeguarding Policy;
- Health and Safety Policy;
- First Aid Medication and Supporting Medical Needs Policy;
- Behaviour Management and Relationships Policy;
- Safer Recruitment Policy;
- Online Safety Policy;
- Whistleblowing Policy;
- Emergency Procedures and premises risk assessments; and
- Staff Code of Conduct and allegations or low-level-concerns procedures.

17. Contact details

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