

## Lone Working Policy

**2019/2020**

*Doorstep Arts recognises that, during the course of their work, it may be essential for employees to work alone or in physical areas where they can not be seen by other colleagues. This may occur as a regular part of an employee's working practice or may occur on an occasional basis. In either situation it will arise from the understanding that this is the most appropriate and effective way of working with a particular young person or group of young people.*

*The safety of both young people and workers is paramount and Doorstep Arts is committed to minimising the risk of lone working for its employees.*

The purpose of this policy is to ensure that within this organisation the necessary systems and working practices are adopted and maintained to provide for the safety of all employees undertaking lone working.

- Management will ensure that systems are adopted, and resources made available to support these systems, which will provide for worker safety.
- Training will be provided for all relevant staff members regarding the systems and procedures that have been adopted regarding to lone working.
- Only experienced workers (Co-Directors, Co-Parents and Lead Artists) who have completed the relevant training should undertake lone working.

## **Systems & Procedures**

- At the development/introduction of the Lone Working Policy, the policy makers, managers and practitioners should meet together to review existing systems and working practices with regards to their effectiveness and any requirements for change.
- Future reviews of the Lone Working Procedures should be timetabled into the organisation's meeting cycle.
- Prior to any worker undertaking lone working or having a period of time where he/she is alone with one or more young persons, any potential hazards in that particular situation should be identified, recorded and a risk assessment should be completed in conjunction with the worker.
- All relevant information about the young people should be made available to the lone worker.
- A record should be kept of any instances that constitute a threat or risk to the worker's safety and any instances of actual harm.
- Systems should be put in place to ensure the recording of all individual work with young people.
- A training session should be developed and delivered to all staff relating to lone working procedures.

## **Procedure 1 (relating to period of lone working)**

Before being in a lone worker position, the worker should always inform a nominated member of staff of:

- Where they will be going and any risk factors.
- Approximately how long they expect to be alone with young people.
- What time they are expected to return.

Procedures need to be in place in the event of no contact from the worker, eg:

- Ring mobile of worker.
- Ring worker's contact.
- Ring Co-Parent.
- Ring Doorstep Arts Co-Director at the office.
- Ring police.

## **Procedure 2 (Self Check)**

- Do a risk assessment, identifying any potential risks.
- Check that mobile phones are fully charged and in good working order.
- Always ensure you have a reliable contact in case of an emergency.
- First aid kit to hand.
- Wear appropriate clothing – i.e. flat shoes/boots and clothing that will not restrict worker from making a quick departure.

## **Training for Lone Workers**

Training is particularly important with lone working, to avoid panic reactions in unusual situations. All lone workers need to be sufficiently experienced and trained, and understand all risks and procedures before starting to work alone.

Training should heighten staff awareness with regard to:

1. Up to date Child Protection procedures, emergency duty arrangements and after hours working.
2. Workers being street wise, aware of potential risks of violence, verbal / physical aggression and allegations.
3. Maintaining a safe environment for staff and young people at all times, including practical issues such as the use of personal alarms and mobile phones.
4. Action to be taken if staff or young people are put at risk.
5. Worker to be de-briefed immediately.

## **Persons to be affected by these guidelines**

All paid staff, volunteers & young people.

These guidelines to apply within a varied working context, at all times of day or night. However, within the hours of darkness, two workers should be present at all times. However, this is not always achievable when working from the office.

Lone working has been acknowledged as “necessary” to progress in work with young people, however this work needs to be as secure and as safe as possible at all times.