



Sporting Communities CIC Lone Working Policy

Sporting Communities recognises that it may be essential for employees to work alone. 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.

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

Policy

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
- All Lone Workers will be fully trained in the systems and procedures employed to ensure their safety, as well as training in the practical safety issues related to the content of their work. The training should include initial generic lone working training, induction into the specific role and provision made for ongoing training and supervision.
- Only experienced workers who have completed the relevant training should undertake lone working.

Systems & Procedures

To enhance lone working safety Sporting Communities will involve staff in the development of the Lone Working Policy, to review existing systems and working practices with regards to their effectiveness and any requirements for change.

- Prior to any worker undertaking lone working with a young person or group of young people, 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 person or group of young people, including information from referral agencies should be obtained and made available to the worker.

- Outreach and detached youth working should be undertaken by more than one worker and codes of practice should be developed for these workers.
- Clear records should be kept of all lone working being undertaken within the organisation. Workers should give a name, address and concise relevant information relating to the circumstances of a lone working visit. Time of starting and finishing the visit should be recorded and a system should be developed for the worker to have a contact colleague to log off after every completed visit.
- If the worker fails to phone to base at the end of the visit, including time extensions, emergency passwords and ultimate actions of calls to the police.
- 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.
- A training programme should be developed and delivered to all staff relating to lone working procedures.

Lone Workers Check

- Background information on family / young person they are to work alongside.
- All first time visits for 1 on 1 work to be done with two workers.
- Workers should have some knowledge of the working area and associated risks within that area - e.g. Drugs, criminal activity etc.

Period of lone working

Before leaving, the worker should always inform a nominated member of staff of:

- Where they will be going and any risk factors
- Approximately how long the visit will last.
- What time they are expected to return

In the event of no contact from the worker the nominated contact member of staff will:

- Ring mobile of worker
- Ring home/mobile of place visited
- Ring worker's contact
- Ring senior management
- Ring police

Self Check

- Do a risk assessment, identifying any potential risks.
- Check that mobile phones, personal alarms, torches etc, are fully charged and in good working order.
- Always ensure you have a reliable contact and prearranged password in case of an emergency.
- Always carry an up to date I.D card with picture.
- First aid kit to be kept in car.

- 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 must be sufficiently experienced and trained, and understand all risks and procedures before starting to work alone.

This policy was last reviewed on 03/07/17

Chief Executive - Kevin Sauntry

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Managing Director - Ben Rigby

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