

# Lone Working Policy

## **Purpose of Lone Worker policy:**

The aim of this policy is to outline the responsibilities of Motorvate Therapies Ltd towards employees working alone in premises used by the Company:

- Define “lone working”
- Take action to reduce risk to lone workers
- Ensure that all employees are aware of the policy introduced to protect lone workers.

## **Definition of ‘lone working/worker’:**

- An employee who is the only adult working with a child in premises used by Motorvate Therapies Ltd.
- An employee who is the only adult working with a group of children in premises used by Motorvate Therapies Ltd.
- An employee who is working as the only adult with a child or a group of children when parent(s)/carer(s) are present in another room within the premises.
- An employee who undertakes home visits or school visits.

## **Possible Hazards and Actual Risks:**

- Security of employees: violence or the threat of violence from client.
- Violence or threat of violence from someone entering the building.
- Opportunities for a child to make an allegation about a member of staff when working as a lone worker.
- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
- Fire.
- Difficulties arising following home/school visit e.g. failure of staff to return home.

## Steps to be taken to reduce the identified hazards and risks:

- All employees should complete a Risk Assessment Checklist and Registration form before commencing working with a client to assess hazards and risks. This should be shared at the fortnightly meeting with the 2 working Directors of Motorvate Therapies Ltd.
- Full agreement to work with a child or a group of children must be agreed with parent/carer.
- Two members of staff must always be present in premises used by Motorvate Therapies Ltd when working with a child or group of children.
- Employees must use the official Motorvate Therapies Ltd booking system to book and record planned sessions, thus ensuring two members of staff are present at all times.
- Employees working with individual clients should leave the door of the consultation room ajar and sit near the exit door.
- Following a home/school visit, an employee should text one of the 3 working Directors when they reach home.
- On occasions when an employee is alone in premises used by Motorvate Therapies Ltd i.e. last person in the building, the employee should text one of the working Directors when they reach home.
  
- Employees should have a full knowledge of the Motorvate Therapies Ltd Child Protection Policy.
  - 'There are situations in which employees and volunteers may require to make direct physical contact with young people. It is important that no young person is touched inappropriately and that no adult employee or volunteer, acting in good faith places himself or herself open to allegations of impropriety. It is important therefore, that employees and volunteers think through the implications of any physical contact with young people. Where contact is unavoidable, ensure that others are present and that they could not possibly misconstrue your actions as improper'.
  - Employees and Volunteers are advised to complete a Safety Concern Form completing an immediate report on any incident, which might lead to an allegation being made against them, outlining the circumstances and identifying others present. This form should be given to the Safeguarding Officer as soon as possible after the incident should be stored in accordance with the Data Protection Act 1998.  
(Motorvate Therapies Ltd Child Protection Policy, 2012)
  
- **First aid:**
  - 'When administering first aid, physical contact is normally essential, but injuries to certain parts of the body will require contact that could be misinterpreted. If the urgency for treatment permits, employees and volunteers are advised to ensure that others are present and that they explain clearly what they are going to do before doing carrying out the action'. (Motorvate Therapies Ltd Child Protection Policy, 2012)
  - Employees and Volunteers are advised to complete a **Safety Concern Form** immediately following any incident.
  - Employees must have access to a mobile phone and relevant emergency services and parent/carer telephone numbers.

- **Fire:**

Employees must be familiar with the current fire safety procedures of premises used by Motorvate Therapies Ltd. This includes having knowledge of entrances/exits, including emergency fire doors, in premises used by Motorvate Therapies Ltd.

**All employees are responsible for following safe systems of work and must be familiar with current Motorvate Therapies Ltd policies.**