Pathway for lone working staff whereabouts not known

Call staff member leave voice mail & text

Check lone working information

If no response contact NOK & home number

Notify Team Leader & Operational manager

Nicky Edwards **07500 959177** **(first if no response then)**

Steve Smith 07500 959192

Caroline Starling 07919 111537

Jane Lyons 07818 510513

Louise Campion 07500959188

If you cannot get hold of a senior manager and it is out of hours contacts social service Emergency Duty team to locate on call manager **01793 436699**

Contact last known visit and check if practitioner attended

Send lone working information on N drive to Duty manager, with details of all contacts listed in electronic calendar for that day.