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| **Lone Working** | Top of Form    Bottom of Form |

**REGULATIONS AND STANDARDS**

[**The Protection of Children Standard**](http://qualitystandards.proceduresonline.com/homes/p_quality_standards.html#protection_ch)

**OTHER RELEVANT CHAPTERS**

[**Allegations Against Staff or Others Working With Children Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_alleg_staff.html)

[**Recognising Abuse Guidance**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_recog_trt_abuse.html)

[**Bedrooms Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_bedroom.html)

**Safe Staffing and Staffing Escalation Policy**

**Contents**

1. [**Induction/Training**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_lone_working.html#induction)
2. [**Risk Assessment**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_lone_working.html#risk)
3. [**Supervision**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_lone_working.html#supervision)
4. [**Monitoring**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_lone_working.html#monitoring)
5. [**Guidance on One to One Working**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_lone_working.html#guidance)

**1.****Induction/Training**

No member of staff will work in a one to one situation with a child until they have successfully completed a Lone Working Risk Assessment and have completed the induction process to be able to safely lone work with the children and young people. The induction process is the minimum organisational standard expected of staff prior to undertaking lone working with children and young people.  The lone working risk assessment only applies to the children and young people living in the home the member of staff ordinarily works in.  If any member of staff works in another home or service area within the organisation, it is the responsibility of the registered manager or the designated person (Deputy Manager, Senior RSW) of that home/ service area to ensure that they are satisfied with the competency of this member of staff. Where staff were employed prior to the introduction of the Lone Working Risk Assessment (July 2022) it is the responsibility of the Registered Manager to ensure that they are satisfied the member of staff meets the criteria of the assessment.

Where homes are using agency staff they are **not permitted** to lone work with any child or young person. The exception is in the case of staff who have been employed through an agency with the view to them becoming permanent staff. In these circumstances staff should be provided the same level of support, training and supervision as other new starters, including completing the Lone Working Risk Assessment and agency induction booklet.

**2.****Risk Assessment**

No member of staff will be asked or expected to work with a child in a one to one situation, unless such a method of working has been confirmed as appropriate and manageable as a result of a risk assessment carried out in relation to the child. The assessment of the risk presented to lone workers must also be subject to regular reviews.

Controlling the risks associated with lone working will also include the relevant training, information, instruction, supervision and possible protective equipment etc.

The risk assessment will have identified the safe working measures, controls, training and supervision requirements to ensure the safety of staff and children.

All staff working with the child share responsibility for familiarising themselves with the contents of the risk assessment, any conditions attached, and any other relevant information contained on the child's file.

The manager must ensure that arrangements are made to carry out any steps considered necessary to manage any risks presented to staff.

Factors to consider:

* The knowledge of a medical condition the staff member may have;
* The time of day or night;
* Methods of communication;
* The location of the work and if travel is involved;
* The risk of violence to staff, verbal and physical;
* Are inexperienced staff at greater risk?
* Are there any gender or medical issues which would affect the risk assessment, such as particular staff or new and expectant mothers being especially at risk?
* Has adequate training been received to ensure competency?

Where the risk assessment indicates that a member of staff is likely to be at risk in a given situation, the manager will ensure that a contingency plan is in place should the situation occur, for example by the provision of additional support staff or means of communication.

If the member of staff has any concerns about the safety of themselves, the child or others, the member of staff must draw this to the immediate attention of the manager who will consider the need for an urgent review of the risk assessment. Any such concerns will be communicated as necessary to all members of the staff working with the child. For example during contact with parents, staff may feel threatened by the parent's behaviour. See [**Contact with Parents/Carers and Siblings Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_contact_parents.html).

If the manager has any reason to consider, having regard to any incidents, reports, or events that a child presents a risk to staff, or that an individual member of staff is particularly at risk from a child or requires additional support in order to appropriately work in a one to one situation, the manager must take immediate steps to review the deployment of staff. The manager will consider if further training is needed.

**3.****Supervision**

See [**Staff Supervision and Appraisal (Performance Management) Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_staff_supvsn.html).

During supervision meetings issues related to lone working should be discussed frequently. Any concerns, training issues or requests for additional support should be shared and discussed as part of this item.

**4.****Monitoring**

The manager must monitor the appropriateness of the risk assessment through the management monitoring of the child's file, regular supervision with members of staff engaged in lone working, discussion at staff meetings, regular consultation with the young person via Key-Worker sessions (See [**Key-Worker Guidance**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_keyworker.html)) and Placement Planning Meetings.

See [**Placement Planning Meetings Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_place_plan_rev.html).

As indicated above in ([**Section 2, Risk Assessments**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_lone_working.html#risk)) where the manager has any concerns that a child presents a risk to lone workers, in general or to an individual member of staff, the manager must take immediate steps to review the risk assessment and if necessary review the composition or deployment of the staff team, and/or the training needs of the individual member of staff.

Any member of staff who has any such concerns must report them to the manager so that he or she can take any necessary action.

**5.****Guidance on One to One Working**

Please read in conjunction with:

* [**Relationships and Physical Contact with Children Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_relation_physical.html);
* [**Recognising Abuse Guidance**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_recog_trt_abuse.html);
* [**Bedrooms Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_bedroom.html).

Staff should view spending time alone with children as an opportunity to develop individual positive adult / young person relationships.

Staff are asked to pay particular attention to the following areas of risk:

* **Special Relationships**: It is beneficial for children to be involved in wholesome relationships with responsible adults, but exclusiveness and secrecy should be challenged;
* **Taking Children Home**: This is not allowed under any circumstances;
* **Physical Care**: There are clear guidelines about appropriate privacy boundaries. Young people should be encouraged to undertake personal care and hygiene activities for themselves as soon as appropriate for their age and level of development;
* **Access to Bedrooms**: Staff should be mindful of young people's need for privacy, and situations, which could give rise to discomfort or misinterpretation. Also see [**Bedrooms Procedure**](https://www.proceduresonline.com/caldecott/chomes/chapters/p_bedroom.html);
* **Trips and Outings**: These should be dispersed among the staff group and subject to collective management approval. There should be careful monitoring when a pattern emerges, linking one member of staff with a particular child, or group of children;
* **Safeguarding**: As a part of their mandatory training Staff are expected to attend the company's safeguarding training which highlights best practice, risk management and safety issues when lone working with children.

Where only one member of staff is on duty at any time, a risk assessment should be carried out and recorded in writing, identifying any likely risks to children, staff and members of the public, and this must have demonstrated that there is no unacceptable level of risk from such an arrangement.

**End**