

**Children's Services – Safeguarding**



<b>Title</b>	<b>Children Services Lone W</b>
<b>Purpose/scope</b>	To ensure all staff are safe when working alone.
<b>Subject key words</b>	Lone working Policy, safety at work
<b>Council Priority</b>	Healthy People
<b>Lead author &amp; contact details</b>	Donna Chapman <a href="mailto:donna.chapman@shropshire.gov.uk">donna.chapman@shropshire.gov.uk</a>
<b>Date Established</b>	14 <sup>th</sup> July 2021
<b>Date of Next Review</b>	14 <sup>th</sup> July 2022
<b>Service Improvement &amp; Efficiency Validation</b>	
<b>Legal Sign Off</b>	n/a
<b>Finance Sign Off</b>	n/a
<b>Approver and date</b>	Senior Leadership Team 14 <sup>th</sup> July 2021

**RISKY AND/OR LATE VISIT  
SAFETY FORM & PROCEDURE**

<b>Date:</b>	
<b>Name of Worker making late visit:</b>	
<b>Car Details (Colour, Make, Registration):</b>	
<b>Home Address:</b>	
<b>Home Telephone:</b>	
<b>Mobile Number:</b>	
<b>Worker agreeing to take call:</b>	
<b>Time visit expected to end</b>	
<b>Family member or person to contact in the case of an emergency</b>	

**Details of family/child to be visited:**

<b>Names</b>	<b>Time of Visit</b>	<b>Address &amp; Telephone</b>

Procedure:

1. The worker making risky/late visits (*late visit are any visits which will or may finish after 5.00pm Monday to Thursday or 4.00pm on a Friday*) to complete this form as fully as possible. *SURM risk assessment form to be completed with supervisor in respect of all potentially risky visits*
2. The worker making a risky/late visit will identify a colleague who agrees to take a telephone call once the worker making the late visit has returned home and give them a copy of this form. A second copy will be filed in a folder to be kept in the office.
3. If the nominated person has not received a telephone call from the late visiting worker within thirty minutes of the time expected to be home (shown above), the mobile phone of the worker, if available, and the home telephone number of the visiting worker should be tried.
4. Any manager/buddy responsible for monitoring lone workers can contact the Council's Security Guarding contractor and request that they visit a specific premise or premises where there is concern over the welfare of a lone worker. There is a charge to the manager for using this service but this is preferential to the manager/buddy searching for the lone worker. Contact numbers given below. Calling the Police (999) directly is an option, although the call may not be ranked as a high priority depending on the circumstances. Contact Nos for Taybar Security Services: 1. Taybar Contact: 0845 555 11 22 2. Taybar Contact: 0845 345 45 42 3. Taybar Contact: 07590 960 548
5. If no response from the worker telephone Shrewsbury police station on 0300 333 3000 and tell them that you are concerned about a colleague who has failed to return from a late visit, giving them all the above details.

**NB. In cases where there is a risk that visits will run past office closing time a form should be completed and a person to receive the call identified.**