Lone Working Policy

Introduction

This policy should be read in conjunction with StreetGames' Health & Safety and Lone Working Policies.

It is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations. Within this document, 'lone working' refers to situations where staff in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance.

Lone working with young people

As outlined in the introduction, this lone working policy is to be read in conjunction with StreetGames safeguarding policy.

There are situations when StreetGames members of staff will find themselves working alone with a young person or young people. These may include:

- A staff member working alone with a group of young people under 18 years of age
- A staff member working along with a young person in a 1 to 1 situation
- A staff member travelling with a young person or young people
- A situation where a staff member needs to isolate a young person and work 1 to 1 with them. This is likely to deal with a personal or behavioural issue with the young person.

In each of these situations StreetGames staff members should follow the steps of this policy, in particular Section 3 on the assessment of risk.

In addition there are the following actions that can be taken or considered in each of the above scenarios.

1. A staff member working alone with a group of young people under 18 years of age

   - This is to be avoided and where possible staff should ensure that a second member of staff is available
   - If this cannot happen, or if a staff member is unexpectedly unavailable to support the group (sickness etc), then the Designated Officer should be informed of:
     - What is taking place
     - Where
     - Times
     - Who is involved
     - Activities taking place
In this group situation the staff member should ensure that they are always with 2 or more young people at any one time, unless a situation in number 4 arises.

2. **A staff member working alone with a young person in a 1 to 1 situation**

   - This situation may occur in a training/mentoring capacity
   - In this situation, looking at how to minimise the risks can be taken into account as to plan when and where the meeting will take place
   - Public places, or visible meeting places can be used in this scenario
   - As above, the Designated Officer should be informed if any type of work like this is taking place with details including the place, time and who is involved.
   - StreetGames will ensure that all staff members who carry out 1 to 1 work with young people will undertake a DBS check including the Barred Person’s list check
   - It is possible that in this situation a young person may disclose information that means scenario 4 may occur.

3. **A staff member travelling with a young person or young people**

   - This may occur when young people are travelling to residential, events, young advisors opportunities etc.
   - When travelling by public transport, the Designated Officer or line manager of the staff member concerned should be aware of
     - Who is travelling
     - Destination
     - Arrival time
     - Departure time
   - Where possible, the relevant person (above) should be contacted when the staff member and young people arrive at their destination.
   - When travelling by car StreetGames will ensure the driver has
     - A current DBS check
     - Business insurance for their vehicle
   - As above the designated officer or line manager of the staff member should be informed of:
     - Who is travelling
     - Where
     - Expected arrival time
   - It is good practice and a preferred outcome to have 2 staff members present in the vehicle when travelling with young people.
   - In the case of an emergency (sickness or injury that has occurred to a young person) if it is deemed appropriate by the first aider on site the young person may need transporting to a local hospital or medical centre. In this case it may not be appropriate or feasible to have 2 staff members. It is good practice to take other young people along to accompany the sick or injured young person.
4. A situation where a staff member needs to isolate a young person and work 1 to 1 with them. This is likely to be to deal with a personal or behavioural issue with the young person.

- In this situation, which may occur from the others above, the first and most important action is to make sure the young person is taken care of and their needs are put first;
- In dealing with a behavioural issue, informing other staff members of your actions and how long you will be is an appropriate course of action.
- If a staff member is in a situation where information of a personal nature is disclosed to them, it may be appropriate talk alone to the young person. In this situation the following actions may take place:
  - Inform a colleague that a young person wants to speak alone to the staff member present;
  - Identify where you are going to speak them and for how long.
  - The staff member who is alone with the young person is to listen to what they have to say;
  - It is important that the young person is informed that any information disclosed will need to be passed onto the relevant people at StreetGames (below) but it will be done confidentially and informed by the young person.
  - Any incident of this nature is to be immediately referred to either the Safeguarding lead at that event, or the designated safeguarding officer and they will take the appropriate actions. (As referred to in the safeguarding policy)

Assessment of risk

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.

Where there is any reasonable doubt about the safety of a lone worker in a given situation, consideration should be given to sending a second worker or making other arrangements to complete the task.