

Lone Working Policy

Purpose

The aim of this policy is to alert staff of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures that will minimise such risks. It is intended to give staff a framework for managing potentially risky situations.

Scope

This policy applies to therapists and trainees working alone with children and parents.

Safeguarding lone workers

Rooms used for therapy sessions

- Must be within a building where other staff are also present

Therapists must

- Ensure that the room door remains unlocked
- Keep their phone nearby in the therapy room in case of emergency
- Take responsibility for risk assessing whether the room is a safe and suitable therapeutic space
- If necessary, ensure that the window of the room is only partially concealed to enable adults to be able to see into the space

In the circumstance that sessions are to take place off site/ in the family home

- A home visit and risk assessment must be carried out prior to sessions commencing
- When working in the family home therapists must ensure that the lead contact knows where they are and their expected time of return

Allegations

- A risk assessment must be carried out if a child due to receive therapy has been known to make allegations
- All therapists abide by Clear Sky's touch policy both during and outside of therapy sessions.
- All therapists abide by Clear Sky's strict code of ethics at all times when working with children, adults and other professionals. Therapists follow Clear Sky's policies and procedures at all times
- Therapists must receive a minimum of 1.5 hours of supervision per month during which they can seek advice from their supervisor about any child they are concerned about

Aggressive behaviour

- A risk assessment must be carried out if a child due to receive therapy has been known to have aggressive outbursts or to abscond
- Clear boundaries are set out and maintained by the therapist for the duration of the session and intervention

Protective Measures

Following risk assessment, if deemed appropriate

- A staff member will be requested to either sit outside of the room, or attend the session with the child, for the duration of the therapy session
- The therapist and an allocated staff member will have communication via 'walkie talkies' for the duration of the therapy session. In the absence of 'walkie talkies,' phone numbers should be exchanged between the therapist and an appropriate point of contact.
- Items that could be damaged or cause harm to the child should be removed from therapy space.
- Therapy sessions should be moved to a more suitable room. For example, if it were unsafe for the child and therapist to be in a confined space, a larger room such as the school hall would be more appropriate.