

## Lone Working Policy

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### Policy Statement

It is our policy to provide and maintain safe and healthy working conditions for all staff and volunteers, and to provide information, instruction, learning and supervision as is needed for this purpose.

Inside Out Community, hereinafter referred to as the Organisation, will actively work to ensure all staff are not put in a position that makes them unnecessarily vulnerable or at risk of harm.

The Policy will be kept up to date as required.

### Working together

Where ever possible the organisation will ensure that staff are not in a position when they are working alone. At a schedule Inside Out Workshop every effort should be made to ensure that two members of staff are available, this may be a Programme Leader and an artist or a Programme Leader and a volunteer who has gone through the DBS process.

If for whatever reason there is only one member of staff available for a workshop and the remaining staff member feels in any way uncomfortable, the organisation fully supports the staff member to cancel the workshop.

As outlined in the organisations Health and Safety policy after the workshop as far as possible staff members should leave the building together and avoid leaving a staff member alone entirely or with a participant.

### Working alone

The organisation recognises that on occasions there will be times when staff will work alone most notably while offering one to one sessions with participants. When this is the case the following points should be considered and acted upon wherever possible.

- When arranging a meeting with a participant arrange to meet in a public space where possible such as a café, meeting in a participant home especially for the first time should be avoided.
- When arranging a meeting where ever possible arrange it during day light hours.
- When you arrange a meeting ensure that you notify the organisations administrator providing them with the time of the meeting, who you are meeting and their address. This information will be kept securely and accessed only by the organisations Administrator and Programme Leaders.
- If at any time you feel uncomfortable about meeting or working with an individual, the organisation supports you fully to cancel your meeting.
- If a worker finds themselves in a room alone with a participant the organisation suggests the staff member should position themselves by the order which should remain open, giving the staff member a clear escape route.



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- If an incident should occur while lone working the staff member should contact the organisations chairperson immediately and should complete an incident form that should be sent to the chair person.
- If a staff member feels at immediate risk they should contact the emergency services.

Approved by the board of Trustees

Date

Signed