

Lone Working Policy

<p>Organisation: Motorvate Therapies Ltd</p> <p>Policy Type: Health & Safety / Safeguarding</p> <p>Applies to: All employees and contractors</p> <p>Approved by: Directors, Motorvate Therapies Ltd</p> <p>Effective date: 01.02.25</p> <p>Review date: 01.02.26</p> <p>Version: 2.0</p>	
1. Policy Statement	<p>Motorvate Therapies Ltd is committed to ensuring the health, safety, and wellbeing of employees who are required to work alone, while maintaining the highest standards of safeguarding for children and young people. This policy sets out the arrangements in place to manage risks associated with lone working and to ensure that appropriate safeguards are implemented at all times.</p>
2. Purpose	<ul style="list-style-type: none"> • Define lone working within Motorvate Therapies Ltd • Identify potential risks associated with lone working • Outline measures to reduce risks to employees and service users • Ensure clear safeguarding procedures are in place when only one practitioner is present on the premises
3. Scope	<p>This policy applies to all situations where an employee or contractor of Motorvate Therapies Ltd is working without another staff member present, including:</p> <ul style="list-style-type: none"> • Work undertaken on company premises • Home visits • School or community-based visits
4. Definition of Lone Working	<p>For the purposes of this policy, lone working refers to any situation in which an employee:</p> <ul style="list-style-type: none"> • Is the only practitioner working on the premises • Is working alone with a child or group of children • Is working with a child while a parent/carer is present elsewhere in the building • Is undertaking home or school visits alone
5. Lone Working Arrangements on the Premises	<p>Motorvate Therapies Ltd currently operates with one practitioner working on the premises at any given time.</p>

	<p>To ensure safeguarding and reduce risk:</p> <ul style="list-style-type: none"> • A parent/carers must remain in the therapy room with the child, or • Where requested by the parent/carers, the therapy room door must remain open, with the parent/carers waiting in the designated waiting area <p>These arrangements must be agreed with the parent/carers in advance and clearly explained prior to the commencement of therapy.</p>
6. Identified Hazards and Risks	<p>The following risks have been identified in relation to lone working:</p> <ul style="list-style-type: none"> • Risk of violence or threat of violence • Risk of unauthorised entry to the premises • Risk of allegations being made against staff • Risk arising from accidents or sudden illness when no on-site assistance is available • Fire or emergency evacuation risks • Risks associated with lone home or school visits
7. Control Measures	<p>Safeguarding</p> <ul style="list-style-type: none"> • Lone working arrangements must be agreed with parents/carers • Parents/carers must either remain in the therapy room or be positioned in the waiting area with the therapy room door left open • Employees must position themselves near the exit door where practicable • All employees must be familiar with and adhere to the Child Protection Policy • Any incident or concern that could give rise to an allegation must be recorded immediately using a Safety Concern Form and reported to the Safeguarding Officer
8. Professional Conduct and Physical Contact	<ul style="list-style-type: none"> • Employees must consider the implications of any physical contact with children • Where physical contact is unavoidable, actions must be explained clearly and carried out in a transparent manner • Records must be completed for any incident that could be misinterpreted
9. Communication and Monitoring	<p>All sessions must be booked and recorded using the official company booking system</p> <ul style="list-style-type: none"> • Employees must have access to a mobile phone at all times

	<ul style="list-style-type: none"> • Emergency contact numbers for parents/carers and emergency services must be readily available • Following home or school visits, employees must confirm safe arrival home by text to a family member • When leaving the premises as the last person in the building, employees must notify a family member once home safely
10. First Aid	<ul style="list-style-type: none"> • Employees must explain clearly what first aid is required before administering treatment • Where possible, parents/carers should be present • All first aid incidents must be recorded using a Safety Concern Form
11. Fire Safety	<ul style="list-style-type: none"> • Employees must be familiar with fire safety procedures for all premises used • This includes knowledge of exits, emergency fire doors, and evacuation procedures
12. Responsibilities	<p>Employees</p> <p>Employees are responsible for:</p> <ul style="list-style-type: none"> • Following this Lone Working Policy • Completing risk assessments where appropriate • Adhering to safeguarding and health and safety procedures • Reporting incidents or concerns promptly <p>Directors</p> <p>Directors are responsible for:</p> <ul style="list-style-type: none"> • Ensuring this policy is implemented and reviewed • Monitoring lone working arrangements • Acting on reported risks or incidents