

The Sulgrave Club

Lone Working Policy

Purpose

The Sulgrave Club recognises there will be instances where staff and volunteers will have to work alone out of view of their colleagues. This policy will address such situations and is intended to outline what we consider safe professional practice when faced with lone working situations.

Some common examples of lone working situations are:

- There are not enough staff or volunteers to double up in various areas of the Club
- Working off-site for detached youth work, a field-trip or during an ongoing event
- Facilitating a workshop with young people

Policy Statement

It is the policy of the Sulgrave Club to create a safe working environment for staff, volunteers and young people at all times. We will endeavour to keep staff safe and avoid lone working situations where practically possible.

Where it is not practically possible to avoid a lone working situation, we will ensure that staff and volunteers are made aware of any exceptional measures that must be taken to keep the working environment as safe as possible and we will do our best to avoid leaving colleagues in a lone working situation for long periods of time.

We ask that staff adhere to any special guidance or direction given in lone working situations by their line managers, or express well in advance if they don't feel able to work alone, so that reasonable alternative arrangements can be made.

Procedure

Due to the nature of the Club it is not always possible to ensure that staff and volunteers will have the support of their colleagues throughout Club opening hours. It will also not always be possible to provide advance notice or guidance when these situations might occur, so it is important to follow practical procedures to ensure your own safety and the safety of the Club.

1. Onsite practicalities when lone working

- 1.1 If the Club is due to open and there is only one paid member of staff on site the Club should not open to full capacity.

- 1.2 The staff member should contact the Club Manager to check when a second member of staff will be arriving on site. Once this information is known young people should be confined to one area of the Club.
- 1.3 The member's entrance should not be opened before a second member of staff is present.
- 1.4 The Club should not be open without a named first aider present on site and under no circumstances should the Club open with no paid members of staff on site (i.e. volunteers should never open or be present in the Club without a paid member of staff to supervise).
- 1.5 During Club hours, should staff and volunteers find themselves in situations where they are alone with one or several young people they should do their best to ensure they are in view of the CCTV cameras with doors open.
- 1.6 Where possible staff should be aware of where other staff members are and, if a situation arises that they are unable to handle, they should seek support from another member of staff.
- 1.7 If an incident arises where a staff member finds they are unable to leave a room, they should phone the Club Manager or send a young person to find the nearest member of staff for support.

2. Offsite practicalities when lone working

- 2.1. During field trips and events, staff and volunteers should have been briefed and provided with the appropriate risk assessments. They should have contact details for the staff members and/or volunteers in attendance on the trip and do their best to avoid being left alone with young people.
- 2.2. In situations where this is not possible staff should ensure they are in public with their phone switched on. They should also try to stay within view of their colleagues.
- 2.3. If they have to leave their colleagues for a lengthy period of time, for example longer than five minutes, they should notify their colleagues of where they are going, why and how long they expect to be away.

Consultation and Commitment to Review

The Sulgrave Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and young people through the Sulgrave Youth Forum.

The employees' and volunteers' representative is Nick Sazeides.

Signature:
Position: Chairman
Date: 8 December 2015

Signature:
Position: Club Manager
Date: 8 December 2015

Review date: