

MY OASIS

Therapeutic Alternative Provision

Lone working Policy 2024/2025

Date of Last review: June 2024

Date of Next review: June 2025



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Introduction

The purpose of this document is to communicate the risks presented by lone working; to identify the responsibilities each person has in the situation and to outline procedures to minimise such risks at My Oasis.

A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Staff may be exposed to risk because there is no-one to assist them and so a risk assessment may be required.

At My Oasis, examples of lone workers would be staff working as Outreach Mentors or Therapists in schools.

Lone Working Principles

The main principles for lone working are to ensure we keep staff safe by:

- Recognising and reducing risk at all times.
- A Commitment from the provision to provide appropriate support for staff as required.
- A clear understanding of responsibilities.
- Understanding that priority is placed on the safety of the individual rather than property.
- A commitment to providing appropriate training for staff.
- Provision of required equipment to work safely as a lone worker.
- Provision of required equipment to work safely

Personal Safety

Employees have a responsibility to take care of their personal safety whilst working alone and should follow the below procedure:

- Take all reasonable precautions to ensure their own safety.
- Assess risks involved with lone working.
- Employees must use the sign in book to sign in and out when entering the building, employees must also let someone else on shift know if they are working alone or in the centre so they can ring and check up on them and ensure they are okay. Outreach staff use WhatsApp to check in and let other know they are okay and whereabouts they are.
- Have a working mobile phone with the Head of Provision's contact telephone number.
- Refrain from undertaking any job you don't feel comfortable doing or think it is unsafe.
- Should staff be in centre on their own, it is important they make sure other members of staff are aware that they are there.
- During EBSA outreach work staff must let someone know where they are and how long the visit is planned for, so that someone can ring them after the specified time.

My Oasis is committed to assessing and reducing the risks involved when lone working is required.

Employees have a responsibility to also assess and reduce risks when working alone.

This policy applies to all staff and volunteers who may be working alone at any time, whether that be in centre, visiting home and/or carrying out any driving duties for My Oasis. All students will undertake a risk assessment to ascertain that they are safe to travel with My Oasis staff.

Driving

Driving students to and from their homes will sometimes be undertaken alone and should be taken seriously.

Before your journey:

- Familiarise yourself with the addresses, phone numbers and student and parent/carer information.
- If My Oasis has assessed the student and do not feel that a chaperone is necessary, yet you would still prefer to be accompanied, you may ask for a chaperone to join you on the journey.
- Ensure a mobile phone is charged sufficiently before leaving the provision.
- Inform other staff or ensure other staff are aware of your journey.
- If you feel the weather conditions are unsuitable for driving, please raise your concern with the Head of Provision.
- Always make sure other staff are aware of the journey you are taking so that they can check the driver and passenger(s) if needed.

My Oasis will never ask you to drive a student you feel uncomfortable with – please do not be afraid to talk to the Head of Provision if you are at all concerned.

We will inform you of a student's medical history if we feel it may be appropriate.

Please report any incidents on arrival back to the centre to the Head of Provision.

At the provision there is an accident and incident report book which contains specific forms which need to be completed if an accident or incident occurs. Please familiarise yourself with these documents in case you need them.

Raising Awareness of this Policy

My Oasis will raise awareness of this policy via:

- The My Oasis policy folder located in the reception room, containing all policies. Staff and volunteers are to be informed when policies are updated.
- During staff induction.
- Through emails to staff when policies are updated.
- The My Oasis policies are also available to view on the website.




Policy Reviews:

Any questions regarding the policy should be directed to the Head of Provision. The policy may be amended at any time.

The policy should be reviewed in the light of any trends or new legal changes and at least once every two years.

Staff will be provided with a key contact list of details for other staff members as well as an emergency contact sheet for students.

Lone working – EBSA Outreach Protocol

1. The visit to the home is arranged – discussions with the mainstream school and parents/carers are held regarding any possible risk.

2. The address of the visit, plus the predicted duration is to be provided to another staff member on shift at My Oasis.

3. A staff member contacts their Outreach colleagues at an arranged time to ensure where they are and to check up on them.

4. Should the visit not be finished, staff should arrange to call back a second time after an agreed length of time, once the visiting staff members have left the property.