

FordHaven – Lone Working with Children and Young People Policy

Policy Statement

FordHaven is committed to children's welfare and safety including safeguarding children.

Directors, Managers, Team Members and Volunteers are safeguarded by lone working risk assessments and policies.

Managers & Team Members are trained in safe lone working practices and are monitored by management.

*Volunteers are **not** permitted to Lone Work for the protection of themselves and the families visiting FordHaven.*

Lone building working is defined as one adult with children on their own in the main building or the garden. Lone building working is **not** permitted under any circumstance due to safeguarding requirements.

Lone working is defined as one Manager/Team Member with a child or group of children in a separate area to the main building or garden, with other Volunteers/Team Members remaining in the main building or garden to support if needed, e.g. escort a child to the toilet.

Managers/Team Members may work in other areas as mentioned above, when required on their own with children for short periods of time, provided the following is adhered to;

- They hold a valid Enhanced DBS check and are 18 years of age or over
- Fully understands and accepts this Lone Working policy.
- Managers/Team Members remain in contact with Team Members/Volunteers in the main building via radios to ensure they can call for assistance, if needed.
- Managers/Team Members must remain outside of the toilet cubicles and always remain in voice contact with the child/children.

The main building is fully equipped with a first aid kit and the children's belongings are left in the main building when Managers/Team Members need to lone work.

Managers/Team Members **are not** able to lone work in the following incidences;

- They have a medical condition that may inhibit their ability to lone work
- The parent/carer has expressed in the child's referral form that they do not wish for their child to be left in sole care of one person.

If you have any questions about lone working or this policy, please speak to the Designated Safeguarding Lead – Wendy Lewis.

Approved by: Roxana Ford - Director
Last reviewed: March 2024
Next review due by: March 2025