



Lone Working Policy

Brighter Foundations

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Website ADD WEBSITE IF APPLICABLE

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Date for next review

Introduction

Brighter Foundations provides play therapy to young people between the ages of 5-12 yrs old. This organisation works within East London in schools and a private space.

Scope

The aim of this policy is to identify risks presented by lone working; to describe procedures that will minimise such risks.

It is intended to be an open and transparent framework for managing potentially risky situations.

This policy applies to Brighter Foundations whilst working alone with children, young people and parents.

As a lone working therapist I will:

- Ensure that the therapy room door remains unlocked throughout all therapy sessions.
- Parents/ Carers are aware that they need to stay either on site (in a separate reception room) or close to the venue and available by mobile for the duration of the therapy session. – This will be discussed during the initial contact consultation with parents/carers.
- Have access to their phone/mobile nearby in the therapy room in case of emergency.
- Ensure a colleague or trusted individual is aware of my appointments and will have access to my diary should any unforeseen incident arise.
- Undertake responsibility for risk assessing whether the room is a safe and suitable therapeutic space.
- Undertake a parent/carers assessment and gain consent before therapy sessions commences.
- Undertake a separate risk assessment if a child/young person due to receive therapy has been known to make allegations or has a history of medical conditions (diabetes, asthma etc) which may require immediate support/attention.

- A risk assessment will be carried out if a child due to receive therapy has been known to have aggressive outbursts or to abscond.
- Abide by the safeguarding policy and procedures both during and outside of therapy sessions.
- Abide by the Ethical Framework when working with children, young people, adults and all professionals.
- Receive a minimum of 1.5 hours of clinical supervision per month to seek advice/guidance about any child, young person, adults. All clients' identities will be anonymised.
- Clear boundaries are set and maintained for the duration of the session and intervention.

Protective Measures

Following a risk assessment, if deemed appropriate I will:

- Consider where and when therapy takes place, if there are any concerns, where is the safest place/venue for therapy to take place.
- Implement a backup buddy system.
- Consider opening and locking up procedures and points of contact as necessary.
- Implement protocols to ensure client confidentiality is maintained at all times, when working from home address. The only limitation to confidentiality will be if a safeguarding concern arises client details will be shared with the appropriate service.
- Implement protocols in case the client requires the use of toilets and handwashing if these spaces are not contained within the therapy area.
- Implement protocols concerning any pets to ensure the safety of clients at all times.
- I will liaise clearly with clients, parents/carers, the session timings, when the door will be answered and when not. To prevent arriving early or late.
- Ensure all appropriate telephone numbers and points of contact are recorded and in place.
- Items that could be damaged or cause harm to the child will be removed from therapy space.
- Contact Insurance Company and Clinical Supervisor should an incident arise