

## **Lone Working and Guidance Policy**

The objectives of this policy and procedure are to:-

- Ensure that we have clear guidance for those people who undertake activities on behalf of Progressive Sports, as part of their role, in which they are alone.
- Ensure that any risks that arise from lone working and volunteering are identified, eliminated, minimised or managed.

### **Policy Principles**

The following principles underpin this policy:

- Everyone is responsible for avoiding and managing any risks that arise from undertaking activities alone.
- Lone working/volunteering risks will be eliminated where possible and where this is not possible, will be limited and managed.
- Risk management will consider normal working conditions and foreseeable emergency situations e.g. fire, equipment failure, illness and accidents.
- Staff and volunteers will be provided with support, guidance and where appropriate, training to assist them to stay safe.
- No Progressive Sports staff representative should stay in a situation where they feel at risk.
- All incidents arising from lone working must be reported to a line manager for monitoring purposes.
- A failure to follow agreed safety procedures may be a disciplinary offence.

### **Lone Working Definition**

Lone working may be carried out on a regular or occasional basis. Lone working is defined as situations when staff or volunteers are undertaking activities on behalf of Progressive Sports by themselves without close access to colleagues or a manager.

### **Examples include:-**

- Escorting children to go to the toilet (coaches should not enter the toilet with a child)
- Supporting a child on a one-to-one basis who has absconded from the main session

### **Responsibilities**

It is not possible to have a specific risk assessment for every situation that an individual might come across and therefore it is only possible to give general guidance and the tools to discuss risk,

#### Responsibilities include:

- Strictly only individuals with a DBS & safeguarding certificate should be alone with children
- Avoiding lone working/volunteering wherever possible.
- Identifying risks that may arise from lone working/volunteering.
- Discussing risks associated with lone working/volunteering and how to reduce/manage them.
- Taking everyday precautions to ensure their own safety.
- Complying with any precautionary measures agreed with their manager.
- Report lone working/volunteering incidents to their line manager/staff contact person

### **Reporting**

Staff and volunteers must report any concerns, lone working incidents or near misses to their line manager.

During normal working hours it may be considered necessary for staff to lone work in the office. We ask that you follow the guidelines outlined above and take necessary precautions to ensure you are not putting yourself at unnecessary risk.

Due for review: April 2025

## **Personal Care and Toileting**

Progressive Sports staff are not trained in personal care and are not expected to be involved in any areas of personal care or toileting that compromises our Safeguarding policy.

Children who are not toilet trained and/or in pull ups/nappies cannot be assisted in any toileting care by our staff and unfortunately, will not be able to attend our sessions.

Where young children may have occasional "accidents" parents should inform Progressive Sports staff during the booking process and devise a plan for such eventualities and how they will be dealt with.

In general, the principal in these circumstances will be that staff verbally support the child to clean themselves. Therefore, it is expected that parents/carers will have trained their children to be clean and dry by the time they arrive at a Progressive Sports led setting / provision.