



LONE WORKING POLICY

This policy applies to all lone workers who work 1:1 with a client on school grounds only or if a staff member is left lone working due to an emergency at Shield Tree Wood.

Lone working does not take place for practitioners working at Shield Tree Wood to support the safeguarding of all participants and staff.

It is the responsibility of lone workers to ensure that they have told someone (their 'buddy'):

- Where they are running the session / working 1:1 with a client (and provide maps and a proposed route for remote sites);
- a contact number (mobile) or passed on a walkie talkie for direct contact to another adult / buddy (e.g. classroom teacher / SENDCO / headteacher / BOCIC staff member if working at the same site
- what time they are expected to return or phone in.

The lone worker should contact their buddy:

- if their return time changes via their mobile / walkie talkie
- to confirm when they have left their lone working setting

Lone workers must also ensure that their mobile phones / walkie talkies are charged and switched on when out on site.

In the event that a lone worker does not return or phone in at the agreed time, their buddy should:

- try contacting them on their mobile phone / walkie talkie;
- then go to the site where the lone working was taking place

When BOCIC staff carry out woodland management at a BOCIC site as a lone worker and use their partner as a buddy—they must ensure that they have told one of the directors (via BOCIC staff group whatsapp chat) what arrangements have been made.

All BO CIC director and partners of BOCIC directors should ensure they have the contact details of all BO CIC Directors stored on their mobile in case of emergency.

EMERGENCY – STAFF LEFT LONE WORKING AT SHIELD TREE WOOD

If a staff member becomes ill or needs to leave the site due to an emergency the remaining staff should follow the following procedure:

1. If a visitor is present, inform them of the situation and that the session will need to finish. Ask if they can stay as a second designated DBS adult (if they hold an enhanced DBS) until the young person is picked up or a second staff member arrives.



2. Follow our EAP for First Aid and call emergency services if necessary and allocate them a role if there is a medical emergency (e.g. looking after the wellbeing of the young person)
3. Message the whatsapp staff chat using mayday alert word '**alarm**' - **attendance needed at STW asap**' to prompt a quick response from a member of the team to attend where possible.
4. Call the landowners to inform them of the emergency and ask for their attendance to support the safeguarding of our YP if needed
5. Contact the taxi service so that the YP can be picked up immediately (*info stored on the session whatsapp group*)
6. Inform school formally via email that the session has finished early giving a reason using the contact details stored securely in the locked cabinet of the shed / whatsapp group.