

GUIDANCE 8

LONE-WORKING GUIDANCE

INTRODUCTION

The nature and range of ministries provided by Franciscan members, staff and volunteers may mean that they could be required to work alone as follows:

1. Visit to the sick
2. Counselling
3. Spiritual guidance
4. Vocation work
5. 'Parlour' meetings

DEFINITION OF LONE WORKING

'Work that is specifically intended to be carried out by unaccompanied persons, without direct supervision or immediate access to another person for assistance.'

Lone working can generate additional health and safety risks. Significant risks will be identified through the process of risk assessment as detailed later. It is essential that all Franciscan friars, clergy, staff, and volunteers cooperate fully to implement safe systems of work.

This document should be read in conjunction with health and safety legislation and child and adult safeguarding policies and procedures.

THE AIM OF THE POLICY IS TO ENSURE THE FOLLOWING:

1. That the lone worker has informed a colleague, brother, staff, or volunteer of their whereabouts, the location of the lone work, and that the client is fully informed of the nature of work.
2. The lone worker knows the procedural steps if issues or concerns arise.
3. The lone worker understands the risks to which he/she is being exposed and an emergency response is planned.

SCOPE OF THE POLICY

The Policy is applicable to all Franciscan personnel who have potential to work alone as part of their ministry. Franciscan personnel do not offer lifts to, or carry children, young people and/or vulnerable adults unless by arrangement with parents/guardians and/or carers and with a second adult present.

RESPONSIBILITIES AND GUIDANCE FOR ALL FRANCISCAN PERSONNEL ON LONE WORKING

1. Ensure that all personnel understand the steps in reporting incidents in the event of an incident or of a child/young person and/or adult safeguarding concern.
2. Ensure a risk assessment or safe system analysis is carried out and is reviewed frequently.
3. Ensure staff training refers to lone working policy arrangements to minimise the risks of lone working.

RISK ASSESSMENT AND SAFE SYSTEM ANALYSIS

A risk assessment is carried out by considering the following:

1. Is remoteness or isolation a factor?
2. Is the room part of a public building?
3. Are there glass panels in the door?
4. What times are the rooms free, are there other people working at the same time or in the same building?
5. Who knows you are lone-working?
6. What is the specific need of the client that prompts need to work one to one?
7. What are the communications plans in place?
8. Do you know the building you are working in?
9. Is there a known history of physical or sexual or verbal or threatening behaviours?
10. Are there known triggers, or signs of health and well-being deterioration?
11. Have you access to first aid and to toilets and to fire exits in the building?
12. Do not meet with client if they present under the influence of alcohol or drugs.

ALL STAFF MUST PROMOTE SAFE WORKING PRACTICE

1. All Franciscan friars, staff, or volunteers are obliged to introduce themselves and show ID if required.
2. Be aware of current risk assessment and be alert.
3. Demonstrate professional boundaries when lone-working.
4. Report any concern or incident immediately.
5. Ensure an accurate recording is made of any concern or incident.
6. Consult with Superior/Manager/DLP/Deputy DLP as appropriate.