

## **Loan Working Policy**

### **Naomi's Garden / The King's Outreach**

#### **1. Introduction**

At Naomi's Garden, we are committed to ensuring the safety and wellbeing of our staff, clients, and visitors. As a significant number of our activities involve lone working, whether in homes, schools, or within our premises, this policy outlines the measures we take to safeguard our team while they deliver high-quality care and education to individuals with complex needs.

This policy applies to all employees and contractors working within the SEND department, led by Vanessa Toyne, and the Conductive Education department, led by Sarah-Jayne Walker.

#### **2. Scope**

**This policy is designed to cover all lone working scenarios, including but not limited to:**

- Working one-to-one with adults and children.
- Working in homes, schools, and within our premises.
- Supporting clients with complex needs such as autism, ADHD, cerebral palsy, stroke survivors, Long Covid, Parkinson's, and other conditions.

The policy also aligns with our safeguarding framework, overseen by our Designated Safeguarding Lead (DSL), Mandy Franklin, and Deputy Safeguarding Lead (DSL Deputy), Sarah-Jayne Walker.

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#### **3. Definition of Lone Working**

**Lone working refers to situations where employees or contractors work without direct supervision or alongside colleagues. This includes:**

- Providing therapy sessions in a client's home.
  - Working one-to-one with children or adults in schools.
  - Conducting one-to-one sessions in Naomi's Garden premises.
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#### **4. Risk Assessment for Lone Working**

**Before undertaking lone working, a risk assessment must be conducted to identify and mitigate potential hazards. The risk assessment will consider:**

- The nature of the task or session.
- The location (home, school, or premises).
- The client's needs and behaviours (e.g., autism, ADHD, or medical conditions).
- Any environmental factors (e.g., working in unfamiliar locations).
- Communication and emergency protocols.

The risk assessment will be reviewed periodically and updated as necessary.

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#### **5. Safeguarding in Lone Working**

**As many of our clients include vulnerable children and adults, safeguarding is at the forefront of all lone working situations. All staff must:**

- Follow Naomi's Garden's Safeguarding Policy.
  - Immediately report any safeguarding concerns to the DSL, Mandy Franklin, or the DSL Deputy, Sarah-Jayne Walker.
  - Be familiar with the safeguarding procedures in place for working with vulnerable individuals in homes, schools, or on-site.
  - Ensure that sessions are logged accurately and that communication with colleagues is maintained.
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#### **6. Procedures for Lone Working**

##### **6.1 Emergency Contact**

- Staff must have access to a phone at all times during lone working and be aware of emergency contact numbers, including the DSL and DSL Deputy.
- In the event of an emergency, staff should prioritise their safety and follow the emergency procedures outlined in their training.

## **6.2 Session Environment**

- When working in a client's home or school, staff should familiarise themselves with exits and any potential risks in the environment.
- Staff should ensure they have a clear understanding of the client's needs and any associated risks before beginning the session.

## **6.3 Personal Safety Measures**

- Avoid entering any situation where personal safety feels compromised.
- Where appropriate, ensure another trusted adult (e.g., a parent, teacher, or colleague) is aware of the session and its details.
- Carry a fully charged phone at all times.

## **6.4 Record Keeping**

- All lone working sessions must be documented, including the time, location, and details of the session. Any incidents or concerns must be recorded and reported immediately to the appropriate department lead.
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## **7. Training and Support**

**Naomi's Garden will ensure that all staff receive adequate training to prepare them for lone working situations. This includes:**

- Safeguarding training tailored to working with vulnerable children and adults.
  - Risk assessment and personal safety training.
  - Specific guidance on supporting clients with complex needs (e.g., autism, cerebral palsy, Parkinson's, etc.).
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## **8. Responsibilities**

### **8.1 Staff Responsibilities**

- Adhere to the lone working policy and safeguarding guidelines.
- Conduct risk assessments and report any concerns.
- Follow communication and emergency procedures.
- Attend all required training sessions.

### **8.2 Management Responsibilities**

- Provide training, guidance, and support for lone working staff.

- Ensure risk assessments are conducted and reviewed regularly.
  - Monitor and review this policy to ensure it remains effective.
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## **9. Monitoring and Review**

This policy will be reviewed annually or sooner if significant changes occur in working practices or legislation.

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## **10. Emergency Contact Details**

- **Designated Safeguarding Lead (DSL): Mandy Franklin**
- **Deputy Safeguarding Lead: Sarah-Jayne Walker**

**Staff must ensure they have these contact details accessible at all times during lone working.**

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By adhering to this Lone Working Policy, Naomi's Garden ensures that all staff are supported and that the safety and wellbeing of both employees and clients remain a priority.

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## **Monitoring and Reviewing**

Naomi's Garden has declared its commitment to establishing, developing, implementing and reviewing this policy. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The trustees will review the policy annually.

**Policy Adopted by Trustees on:**

**15.01.2025**

**Policy Last Reviewed on:**

**04.12.2025**

**Policy Due for Review on:**

**04.12.2026**