



A Lone Working Policy.

Introduction:

This Lone Working Policy is designed to ensure the safety and well-being of both therapists and children when therapists are working alone in a play therapy practice setting. It outlines the procedures and guidelines to follow to minimise risks associated with lone working.

Lone Working Definition:

Lone working is defined as a situation where a therapist is working without direct supervision or the presence of colleagues, with the responsibility of providing play therapy services to children.

Risk Assessment:

Prior to engaging in lone working with children, a risk assessment must be conducted to identify potential risks and hazards associated with the therapy practice environment. This assessment should be reviewed periodically and updated as necessary.

Consent and Disclosure:

- a. Parents or legal guardians of children receiving play therapy services must provide written consent for their child to participate in sessions.
- b. Parents or legal guardians should be informed about the therapist's lone working status and any potential risks.

Emergency Procedures:

- a. Therapists working alone must have access to emergency contact information for each child.
- b. A clear emergency response plan should be in place, including contact information for emergency services and medical facilities.
- c. Therapists should have access to a phone or communication device at all times.

Safe Environment:

- a. The therapy room and play area should be child-proofed and free from hazards.
- b. Therapists should ensure the physical environment is safe and comfortable for children.
- c. Regular safety checks should be conducted to maintain a hazard-free space.

Regular Check-Ins:

- a. Therapists working alone should establish a protocol for regular check-ins with a supervisor or colleague to maintain communication and ensure safety.
- b. Scheduled breaks should be taken during longer sessions to prevent fatigue.

Training and Certification:

- a. Therapists will receive training on child protection, emergency response, and lone working procedures.
- b. Therapists will be provided with training around emergency first aid, safeguarding training which includes lone working and managing safeguarding/ child protection concerns whilst long working.

Reporting and Documentation:

- a. Any incidents, near misses, or concerns related to lone working will be documented and reported to the appropriate authorities and supervisors.
- b. Confidentiality and data protection policies must be adhered to when handling documentation.

Safeguarding:

If an allegation or a matter of safeguarding nature arises within or after a session with a child, the therapist will take appropriate action, as defined with in the safeguarding policy to record and report the incident as soon as possible- see the safeguarding policy and procedure for further information.

Review and Revision:

This policy will be regularly reviewed and updated to reflect any changes in practice, legislation, or risk assessments or post an incident of surrounding lone working.

Compliance:

All therapists within the play therapy practice are expected to adhere to this Lone Working Policy.

By implementing this Lone Working Policy, our play therapy practice aims to prioritise the safety, well-being, and ethical treatment of the children we serve while also safeguarding our therapists during their sessions with children.

If you have any questions or queries regarding this policy and procedure, please speak to Lee Smith- his contact details can be found on the organisations website.