

Lone Working Policy for Safeguarders –May 2021 Update

We are updating the current Lone Working Policy for Safeguarders and we expect the revised Policy will be available on our website by mid-June. In the interim period the arrangements for `check in / check out` support available to Safeguarders is as follows:

Contact the Safeguarders Panel Team (on safeguarderspanel@children1st.org.uk or 0345 60 44 296) in advance (ideally two days prior) to your planned visit, providing the following information relating to the visit:

- Date and time
- Expected length
- Location
- Name of person being visited
- Mobile contact details and emergency contact details (should the SPT team member not be able to get in contact with the Safeguarder).
- Any other relevant information (for example, known risks)

The SPT will then provide you with contact details of the staff member who you can `check in / check out` with and they too will be provided with the details above.

On the day of the planned visit we ask that you:

- Phone or text the SPT staff member to advise arrival at your meeting. Your text or phone call will be acknowledged by the staff member.
- Phone or text to advise the SPT staff member to advise when the meeting has ended and you have left the location. Your text or phone call will be acknowledged by the staff member.
- If the home visit is cancelled or arrangements changed, it is important that the SPT is notified in advance, so that the SPT member is informed

If contact is not made a senior staff member of SPT will be alerted and they will implement an escalation policy which may include contacting your emergency contact, destination address and last meeting place, and if necessary, reporting as a missing person.

Safeguarders Panel Team
May 2021