



Lone working policy

This policy covers all employee's, consultants, contractors, volunteers, casual workers and agency workers, this policy does not form part of any employee's contract of employment, and it may be amended at any time.

Policy objectives

The objectives of this policy are to ensure:

- Lone workers are identified
- Risks inherent with lone worker situations are risk assessed and acknowledged using the Luton Town FC risk assessment form
- Records are kept by staff who work alone with children and young adults
- Concerns and incidents are reported in a timely and correct manner

Policy statement

Luton Town Football club recognises that during their work, it may be necessary for employees or contractors to work alone. (On a one-to-one basis with a child or young person)

This may occur as a regular part of an employee's working practice or on an occasional basis. In either situation it will arise from the understanding that this is the most appropriate and effective way of working with a child or young person, the safety of children, young people and workers is paramount and Luton Town football club are committed to minimising the risk of lone working for its staff.

Organisational responsibility

- Luton Town Fc will ensure the management of lone working within the organisation is adhered to under health and safety guidelines
- Luton Town Fc will hold a record of employees who work on their own on a regular basis as part of their employment
- Luton Town FC will continue to monitor is procedures surrounding lone working and ensure regular contact with those staff it effects

Working with young people

It is good practice to ensure that no employee works on their own with a child or young person to prevent any allegations being made against the staff member or inappropriate behaviour by either the employee or the child /young person. however, Luton Town FC recognises that there will be instances where this is not possible,

Procedures

When meeting a child or young person alone the following procedures should be adhered to.

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- Staff working with children and young people should have a current enhanced DBS certificate.
- Staff working with children and young people should have attended FA safeguarding training
- Any staff member conducting lone working must be familiar with the clubs safeguarding children policy and how to report any incidents or concerns
- Staff members must ensure from the outset of the work, that the child or young person understands boundaries of the treatment or work taking place
- The child or young person should be seen when other members of staff are at hand in the same building where possible
- A record of treatment and dates and times should be held by any medical staff seeing a child or young person.
- Apart from medical staff a child or young person should not be physically touched by staff members unless there is an emergency whereby the child requires urgent treatment / first aid
- Staff members must be mindful of maintaining professional boundaries with the child or young person, they should not share unnecessary details about their personal lives, and should not seek unnecessary details of the child or young person's personal life
- Staff members should not give gifts to the child or young person, nor should they accept them from them.
- Staff members should not have any contact with children or young people outside of work, this includes via social media, if a child or young person initiates contact outside of professional hours it should be reported to line manager immediately
- If during your work, concerns are raised that the child or young person may present a risk to others, staff members should immediately report their concerns to head of safeguarding or line manager.
- Parents should be asked to sign an acknowledgement confirming that they are happy for their child to be treated should there be a medical input required
- Parents should be asked to sign an acknowledgement confirming that they are happy for their child to be collected/dropped off using club transport and that they may be alone in any vehicle with LTFC staff or companies used by LTFC as its representatives.

Line managers/reporting staff responsibility

- Senior Safeguarding manager will Monitor and update this policy as appropriate
- Line managers should identify staff likely to work regularly in isolation with a child or young person
- Line managers to assess risks, to decide whether alone working is reasonable or not in the situation and complete a risk assessment form which is then forwarded to head of safeguarding
- Staff should report to the line manager any situation where the risk cannot be controlled

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- Line managers must ensure that suitable precautions are in place for staff who work alone with children or young people,
- Line managers should ensure any staff working alone with children or young people are aware of this policy
- Line managers should ensure that they support staff who are subject to the lone working policy and ensure that written records are kept by them.

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