

Lone Working – one-to-one with children and young people (CYP)

This document complements and should be read alongside the Diocesan Safeguarding & Lone Worker Policies which have been accepted by the PCC and are reviewed annually.

It should be noted that the diocesan Lone Working policy is due to be updated. Whilst it is under review, the lone working policy has been widely accepted throughout the diocese as the basis for safe working with CYP (under 18).

It is not envisaged that any activities will be organised where any adult (Clergy, Pastoral Assistant or Family & Youth Leader etc.) will be working one-to-one with a CYP. However, in the very rare situation a CYP seeks an adult to talk about a sensitive issue or make a safeguarding declaration, the protection of both the CYP and adult worker is paramount. The setting chosen, behaviour adopted and those present must be carefully considered.

1. **A one-to-one meeting should only be initiated by a CYP.** The staff member should be in contact with the PSO (Parish Safeguarding Officer), who will support and advise best practice.
2. In the rare situation of a CYP wanting to meet one to one with a member of staff, **the location of the meeting must be in a public area** (such as a café) and only with the **knowledge and consent of the CYP's Carer, and then the PSO and Supervisor/Vicar.**
3. The staff member will have appropriate background knowledge of the young person in advance of the session. Staff will have performed a personal risk assessment, and have any pertinent medical information (e.g. allergies and intolerances, asthma or anxiety) relating to a CYP - this information should be supplied by the CYP's Carer.
4. When lone working, staff and volunteers must ensure they:
 - have a charged mobile phone with them;
 - tell someone when and where they are meeting the CYP;
 - tell someone, as far as it is possible, how long the meeting will last;
 - Keep notes of the meeting (guidance for note taking is available in Diocesan Safeguarding Handbook)
 - have the contact numbers for CYP's Carer, PSO and supervisor/ vicar

[In line with Safeguarding policy and GDPR a password protected mobile phone should be provided specifically for work: personal mobile phones should not be used.]

5. CYP's carer, PSO and Supervisor/Vicar must be aware of when and where the meeting is taking place and should be available to be contacted by the staff member or CYP.
6. Staff will not engage in lone work with a CYP who is under the influence of drugs or alcohol.

If the CYP appears to be under the influence of alcohol or drugs during a meeting, the staff member must end the meeting immediately, ensure is safe and ensures the young person is safely returned home in the most appropriate manner.*

[*in most cases 'appropriate manner' is likely to be contacting the CYP's carer and asking them collect the CYP.]

7. If anyone behaves inappropriately** the member of staff must inform the PSO immediately by phone and act upon advice they are given.

[**Behaviour that is likely to expose a CYP and/or Staff and/or a third party to danger, allegation or physical, emotional or spiritual abuse; or in any other way likely to cause offence or harm]

8. For the protection of the staff member, if a CYP becomes distressed or angry in a lone working situation, this must immediately be reported to the PSO, who will take appropriate risk assessment action.
9. Transportation to a one-to-one meeting should ideally be provided by the CYP's carer. If this is not possible a plan should be made and agreed by the staff member and CYP's carer in conjunction with the PSO.

In the unusual situation of meeting a CYP one-to-one, the worker should arrive and depart independently of the CYP concerned.

10. If during a lone working session a CYP makes any allegations about the staff member present, the adult must ensure that the young person is safely returned home in the most appropriate manner and then immediately contact the PSO.

If the CYP makes an allegation about another staff member, volunteer or other party the usual safeguarding procedure must be followed.

11. All lone working must meet requirements outlined in the Health & Safety Policy.