

14. Lone Worker and Home Visiting Policy & Procedure



14.1 Statement

Wyke Community and Children's Centre places the safety of our employees as one of our highest priorities and will follow best practice systems for conducting lone working, home visiting and outreach services within the community, to ensure that our employees are kept safe at all times.

14.2 Implementation & Procedure

To enable us to do this we will:

- Carry out risk assessments where appropriate.
- Ensure employees have a working mobile phone.
- Ensure that employees have received appropriate training on how to prevent and manage difficult situations, personal safety and violence at work.
- Ensure that employees confirm with Reception where they are going and give an estimated time for the visit and contact Reception after leaving.
- Only allow lone working and home visiting during daylight hours.

14.3 Roles and Responsibilities

All employees have a responsibility for taking every action to protect their safety.

Employees must never enter a building, premises or location where they feel unsafe or fear potential danger or harm.