



LONE WORKING POLICY

Youth Worker – Friday Night 13+ Youth Club

This Lone Working Policy applies to staff who work independently with young people during youth club sessions. It sets out the procedures, responsibilities, and safety measures to reduce risk and ensure wellbeing.

Purpose

To ensure that youth workers who work alone with young people on Friday nights do so safely, with clear risk control measures in place and support from their line manager.

Scope

Applies to all staff and volunteers involved in youth sessions where direct supervision is limited.

Description of Activity

Running weekly youth sessions for older youth at The Steyning Centre, Fletcher's Croft, Steyning every Friday night term time. Typically staffed by one youth worker, with support when available.

Key Risks and Control Measures

Emergency Procedures

In the event of an emergency, the youth worker should:

1. Remove themselves and participants from danger if safe.
2. Call 999 immediately.
3. Contact the Lead Youth Worker as soon as possible.
4. Record the incident in the log within 24 hours.

Communication and Monitoring

The youth worker must check in and out with the Lead Youth Worker at the start and end of each session. Failure to check in will trigger a welfare call within 15 minutes.

Review

This policy will be reviewed annually or sooner if circumstances change or an incident occurs.

Related Documents

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Management Policy
- Incident Reporting Procedure

Acknowledgement

I confirm that I have read and understood the Lone Working Policy and associated risk assessment. I agree to follow the procedures outlined to ensure my safety and that of the young people I work with.

Youth Worker Name: _____

Signature: _____ Date: _____

Lead Youth Worker Name: _____

Signature: _____ Date: _____