

## LONE WORKING POLICY

### 1. Purpose

The aim of this policy is to alert psychotherapists of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures that will minimise such risks. It is intended to give psychotherapists a framework for managing potentially risky situations.

### 2. Scope

This policy applies to therapists and trainees working alone with individuals or groups.

### 3. Safeguarding lone workers

#### ***3.1. Rooms used for psychotherapy sessions***

- Must be within a building where other staff are also present

#### ***3.2. Therapists must***

- Ensure that the room door remains unlocked
- Keep their phone nearby in the therapy room in case of emergency
- Take responsibility for risk assessing whether the room is a safe and suitable therapeutic space
- If necessary, ensure that the window of the room is only partially concealed, in case of psychotherapy with children, to enable adults to be able to see into the space

#### ***3.3. In the circumstance that sessions are to take place off site/ in the client's home***

- A home visit and risk assessment must be carried out prior to sessions commencing
- When working in the family home therapists must ensure that the lead contact knows where they are and their expected time of return

#### ***3.4. Allegations***

- A risk assessment must be carried out if a child due to receive therapy has been known to make allegations
- All therapists abide by ACCPI touch policy both during and outside of therapy sessions.
- All therapists abide by ACCPI strict code of ethics at all times when working with children, adults and other professionals.

#### ***3.5. Psychotherapists follow ACCPI policies and procedures at all times***

- Therapists must receive a minimum of 1 hour of supervision per month during which they can seek advice from their supervisor about any client they are concerned about

#### ***3.6. Aggressive behaviour***

- A risk assessment must be carried out if a client due to receive therapy has been known to have aggressive outbursts or to abscond
- Clear boundaries are set out and maintained by the therapist for the duration of the session and intervention

#### ***3.6. Protective Measures Following risk assessment, if deemed appropriate***

- A staff member will be requested to either sit outside of the room, or attend the session with the client, for the duration of the therapy session
- The therapist and an allocated staff member will have communication via 'walkie talkies' for the duration of the therapy session. In the absence of 'walkie talkies,' phone numbers should be exchanged between the therapist and an appropriate point of contact.

- Items that could be damaged or cause harm to the client should be removed from therapy space.
- Therapy sessions should be moved to a more suitable room. For example, if it were unsafe for the client and psychotherapist to be in a confined space, a larger room would be more appropriate.