



Scarborough Counselling & Psychotherapy Training Institute

## Lone Working Policy

This policy outlines Scpti's approach to tackling the risks associated with lone working. It is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in relation to lone working and to outline procedures which will minimise associated risks. It is not intended to raise anxiety unnecessarily but to provide a framework for managing potentially risky situations where there is accidental or purposeful harm to a person on the premises.

### **Building security and access**

Front door keys and internal door code are allocated to each member of staff and to any therapist wishing to use the building to facilitate their self-employment on a regular basis. Whilst using the building, everyone has a responsibility to ensure the internal coded door remains closed and latched after every use.

No-one except staff members have key access to the office. Therapists are responsible for observing their clients' access and leaving of the building as safely as possible.

Wheelchair ramps are available in the cupboard in the main training room and there are downstairs rooms available for sessions.

### **Risk assessment & DBS**

Clients who are looking for a therapist and refer themselves directly to Scpti will be risk assessed by a qualified and accredited therapist who will then refer on to a suitable therapist via the list held on Scpti database.

When therapists are renting and using the rooms privately and bringing their own clients, it is the responsibility of the therapist to risk assess each client. Therapists are expected to make use of their clinical supervision to gain support and guidance through the assessment process. Modules on contracting and assessment are delivered in all training groups at Scpti.

All staff and therapists must have an up-to-date DBS check. Please speak to admin' if you need one.

### **Insurance**

All therapists and staff must have current and valid public liability insurance which will be checked annually by a member of the administration staff.

### **First Aid & accident/incident reporting**

Staff and therapists are responsible for seeking basic first aid and safeguarding training. A First Aid box is available on the desk in the foyer alongside an accident reporting book. All accidents however minor, must be logged in the book for recording and insurance purposes.

Safeguarding incidents must be recorded in accordance with our safeguarding policy (please see relevant safeguarding document)

If anyone needs urgent support, call relevant services; **999/ Safeguarding Officer/Safeguarding Team.**

If there are ANY incidents you feel Scpti need to be aware of, this must also be reported via [mail@scpti.co.uk](mailto:mail@scpti.co.uk)

### **Fire Safety**

Everyone attending Scpti must make themselves aware of the fire procedure. Notices are available in each room on each floor. When the alarm sounds, everyone is to vacate the building by the exits; front door, large training room or through the office if the office is open.

## **Safeguarding**

All child and adult safeguarding issues must be approached and dealt with in line with our safeguarding policy. Please see relevant document.

## **Personal safety**

All staff and therapists are responsible for their own personal safety at all times. Due to the confidential nature of the work at Scpti, CCTV is not in operation. There will be times a therapist may be alone with a client in the building; therefore the client must be risk assessed (see 'risk assessment') and steps taken to ensure both parties leave the building safely when they want or need to.

Panic buttons are not in operation at Scpti. Therapists are required to ensure their own 'logging in and logging' out system either with a family member or supervisor. Personal alarms or mobile phones can be used as a source of seeking safety and support. A landline is not available.

Therapists are to be mindful of patterns to their work schedule that may be noticed by others such as regular evening and weekend hours and when clients arrive with a companion. Unless a client requires a person to attend with them such as where couples work is being facilitated, the client is a minor or the client is needing help with access for physical or mental health reasons, then the client is to be encouraged to attend alone. Everyone is to be mindful of their personal safety when leaving the building alone.

## **Security lighting**

Security lighting illuminates' stairways and emergency exits.

Updated and reviewed 2023