

<b>POLICY TITLE</b>	<b>TO GUIDE LONE WORKING IN PLACEMENT SETTINGS</b>
<b>DOCUMENT NUMBER</b>	<b>EHU/FOHSC/PL03</b>
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<b>LAST REVIEWED BY</b>	<b>FACULTY ACADEMIC STANDARDS AND ENHANCEMENT COMMITTEE</b>
<b>AVAILABLE TO STUDENTS</b>	<b>YES</b>
<b>DATE REVIEWED</b>	<b>MARCH 2017</b>

**Note on March 2017 Review:**

Highlighted text within this policy indicates an update

**FACULTY OF HEALTH AND SOCIAL CARE**  
**TO GUIDE LONE WORKING IN PLACEMENT SETTINGS**

This guidance is designed to raise awareness of safety issues relating to students working alone and to clarify responsibility for ensuring student and client safety in placement settings where lone working may occur.

Whilst there is no single definition that encompasses all situations where students may engage in lone working activity, for the purpose of this guidance the definition of lone working is:

***Any situation or location in which a student works by themselves without an appropriate supervisor; or when a student is working out of sight or earshot of an appropriate supervisor***

Examples may include:

- One to one patient supervision
- Escorting patients
- Community caseload

**Key principles**

**Mentors/Practice Educators/Supervisors must:**

- Delegate students to lone working activities only when they are satisfied the student has the capability to undertake the task.
- Identify any associated perceived or actual risks to the activity and put in place appropriate risk management strategies in line with their organisational policies.

**Students must:**

- Read and adhere to the relevant statutory body guidelines, University and Faculty specific policies/guidance and all policies and procedures of the organisation where they are on placement.
- Take responsibility for their own safety and security and **MUST** advise/ declare any health and/or learning needs that may put their own safety or the safety of others at risk so that appropriate risk assessments can be undertaken.

**The following points represent key areas to be addressed.**

1. Mentors/Practice Educators/Supervisors will use their professional judgment when determining which students can be allocated lone working care activities.
2. Mentors/Practice Educators/Supervisors will use their professional judgment when determining which client's students can provide care activities for when not being directly supervised and observed.
3. Mentors/Practice Educators/Supervisors will seek service user consent to receive student care.
4. Mentors/Practice Educators/Supervisors will ensure students are well briefed and prepared prior to allocating them to a lone working activity. This will normally occur on a face-to-face basis and includes:
  - Communication processes and support in place if the student needs assistance during the allocated activity
  - Emergency numbers for urgent assistance and support if required
  - Communication processes to raise any concerns about the safety/wellbeing of clients.
  - The student's ability to use any technology associated with the allocated activity
  - Communication processes to report and record any adverse incidents relating to the allocated activity
  - Opportunity for students to disclose any conflict of interest (e.g., if a student has a close family relative who is involved with the with the allocated activity)
  - Communication processes to report student sickness so alternative arrangements for client care can be facilitated.
5. Students are responsible for communicating any concerns about their ability to carry out an allocated lone working activity to Mentors/Practice Educators/Supervisors and/or Practice Education Facilitators (PEFs) and/or their Personal Tutors.
6. At all times students must adhere to the uniform policy and have clear ID badges visible to clients.
7. Students must negotiate with their Mentor/Practice Educator/Supervisor a time to discuss the clients they have provided lone working care activities for at the end of their shift. This should include discussion of care interventions and their effects in addition to the time taken to care for their clients.

8. Students must adhere to the local and national guidance in relation to making records and entries in client case notes/files and have such details verified by their Mentor/Practice Educator/Supervisor in accordance with record keeping policy.