

## **The Oasis Centre – Cornwall Lone Working Policy**

The Trustees have developed this policy to cover circumstances (now becoming more frequent) when a volunteer representing the Charity is working alone, perhaps in unfamiliar surroundings, perhaps in the home of someone the Charity is trying to assist.

### **Personal Safety**

As the Health and Safety Policy makes clear, the welfare of all Trustees, staff and volunteers is very important to the Charity and each one is required to take due care of his or her own personal safety as well as having due consideration for the safety of others. When visiting other premises on behalf of the Charity, everyone is required –

- First, to ensure that somebody else connected with the Charity knows of their whereabouts and the timing of their visit in case it becomes necessary to contact them or catch up with them; and
- Secondly, to take sensible personal precautions during their visit if those premises are unfamiliar, isolated, poorly lit or there is any other factor suggesting the need for caution. If you feel you would rather not go in alone, do not complete the visit. Let the Charity's Safeguarding Coordinator or another Trustee know.

### **Identification**

The Charity issues identity cards and every volunteer visiting on their own should carry their identity card and be prepared to show it if challenged.

### **Qualifications**

Most of the Charity's work involves vulnerable people. Every volunteer intending to be at a location and/or in circumstances where they may be alone with a vulnerable person must –

- ✓ hold a current clearance from the Disclosure and Barring Service; and
- ✓ have received appropriate safeguarding training.

### **Record Keeping**

Every occasion on which a volunteer representing the Charity is alone in company with a vulnerable person must be recorded in writing. That written record must be prepared as soon as reasonably possible after the occasion in question, preferably using the accompanying form. The date, time and location must be noted along with any other details that might be considered significant in any subsequent review. At the earliest possible moment, any issue causing concern should be discussed with the Charity's Safeguarding Co-ordinator, who may make a second record.

Records of lone working with vulnerable people are to be retained indefinitely.

Adopted by the Trustees on 6 April 2018 and to be reviewed annually in January.

# The Oasis Centre - Cornwall

Registered Charity Number 1139355,  
Founded to serve the communities in the parishes of  
St Columb Major, St Mawgan-in-Pydar, St Eval and St Ervan  
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Telephone: 01637 889682  
Website: [oasiscentre-cornwall.org.uk](http://oasiscentre-cornwall.org.uk)  
Facebook: Oasis Centre – St Columb



## Lone Working Report

As a charity, we are committed to making a record of everything that might, at the time or later, be considered to be significant. This Report Form has been developed to provide an easy format in which to make a record of each occasion on which one of our volunteers works alone with a vulnerable person.

If there is insufficient room in a particular box, please continue on the back or on a separate sheet.

Date and Time:
Duration:
Location:
Name of the Vulnerable Person:
Name of the Oasis Volunteer:
Anything said or done that you think may be significant:
Anything else that happened that you think may be significant:
Your Signature:

Please deliver or send this form, when completed, to the Charity's Office at 26, Fore Street, St Columb Major, TR9 6RH