



# GUIDING SEND FAMILIES

Special educational needs & disabilities

Supporting children, young people and families through advocacy, mentoring, SEND guidance and preparation for adulthood.

## Lone Working Policy

### Guiding SEND Families

#### Purpose

**Guiding SEND Families recognises that some work may be carried out on a lone-working basis, including face-to-face meetings, community-based activities, mentoring sessions and visits to public locations.**

**This policy aims to promote the safety and wellbeing of both the practitioner and the children, young people and families being supported.**

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### Lone Working Arrangements

**Lone working may take place during:**

- **Face-to-face mentoring sessions**
- **Community-based activities**
- **Visits to public venues**
- **Work experience placements**
- **Meetings with families**
- **Travel between appointments**

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### Safety Measures

**Reasonable steps will be taken to ensure safety, including:**

- **Maintaining a work diary and appointment schedule**





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- **Keeping a charged mobile phone available**
  - **Informing a nominated contact of appointments where appropriate**
  - **Meeting in suitable and safe environments**
  - **Following safeguarding procedures at all times**
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## Professional Boundaries

**Professional boundaries will be maintained at all times.**

**Any concerns regarding safety, wellbeing or safeguarding will be managed in accordance with the Safeguarding Policy.**

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## Emergencies

**In the event of an emergency, appropriate services will be contacted immediately and safeguarding procedures followed where required.**

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## Policy Review

**This policy will be reviewed annually.**

