

# Barlaston & Tittensor Scout Group - Lone Working Policy

## Lone Working Policy

### Lone Working within Scouting (FS120341)

Version 1 – May 2018

#### Introduction

There are many incidences where adult volunteers or even young people may be considered to be lone working as part of their scouting activities and these can be defined in two ways:

- Where adult volunteers or young people are undertaking Scouting activities by themselves. This doesn't mean that they are physically alone, it means they are in a separate location to the rest of their team or line manager.
- Where adult volunteers or young people are undertaking Scouting activities alone with the general public or members unfamiliar to them. Such individuals may be exposed to risk because there is no-one to assist them.

A scouting activity would be where a member is operating under Policy, Organisation and Rules (POR) and would be seen to be representing The Scout Association.

Some examples of lone working are:

Physically alone:

- Reconnaissance trips
- Managing premises and Scout centres e.g. maintenance, bookings, and quartermaster checks
- Remote supervision of groups and activities
- Remote supervision of nights away activities when using an Event Passport
- CPD (Continuing Professional Development) opportunities
- One off activities whilst camping e.g. shopping
- Before / after a meeting

Alone with people unfamiliar to themselves:

- Fundraising
- Community work
- Mentoring
- Attending conferences, World and European

- 121 permit assessments
- 121's with training advisers / learners
- 121 reviews

## Approval

Prior to every activity the member must ensure that it has been approved by the relevant District /County Lead Volunteer (POR 9.2). This is often delegated and can be handled by an informal agreement with the Group Lead Volunteer, District Explorer Lead Volunteer or District Network Lead Volunteer. This agreement could be as simple as the programme for the term being agreed in advance or the year's activity training schedule being approved.

As part of the approval process the relevant lead Volunteer or their delegate should be making sure:

- The individual is appropriately trained;
- If appropriate, the weather forecast is obtained and acted upon in terms of selecting the area in which the activity will operate and the participant is suitably equipped to tackle predicted/possible extremes;
- All equipment is appropriate for the activity;
- Any other requirements of The Scout Association, including Visit Abroad process and Safety, have been complied with;
- Any legal requirements for the activity have been complied with;
- A risk assessment is carried out in accordance with The Scout Association's POR (Policy Organisation & Rules) [Rule 9.4 Risk Assessment](#).
- Suitable first aid materials are available.

## InTouch

InTouch is the system used to manage communications at all Scout activities and events. It is flexible to allow those organising events to implement a system best suited to their particular circumstances.

Whenever any activity, event or meeting is run within Scouting it is a requirement that an InTouch system is put in place (POR 9.3). This is the case when undertaking a period of lone working and is to ensure:

- Everyone is aware of how communication will take place between the individual and those not at the event.
- There are recorded details should anything go wrong, and there is a system in place in the event of an emergency.

The procedures put in place to ensure this are likely to vary at different types of events and activity due to the differing circumstances and needs. To facilitate this, InTouch is a process that you must follow to ensure that everyone is clear as to what will be put in place for every Scouting event.

## Guidance

There are many controls you could choose to implement if you are undertaking a period of lone working. The controls that are put in place will vary depending on the nature of the activity that is being undertaken, but there are some common principles and practices that should be considered:

- Assess the risks involved in conjunction with your *line manager*. You should be aware that some tasks may be too difficult or dangerous to be carried out unaccompanied and be willing to adapt or not undertake the activity if necessary. When assessing the risk, you should consider:
  - the environment – location, security, access
  - the context – nature of the task, any special circumstances
  - the individuals concerned
  - any other special circumstances
- Leave details with your *line manager* or another appropriate person of where you plan to go, approximate times of when you expect to undertake the activity, details of any meetings you have arranged, including the name of any people you are meeting. Agree a plan in case circumstances change including who and how do you let people know.
- Ensure you have an appropriate means of communication. If taking a mobile phone, check it is fully charged and (for pay-as-you-go), has sufficient credit and is switched on.
- Ensure you carry emergency contact details in case of illness or accident and ensure your Compass profile has your emergency details up to date as well.
- Think about where you will be going and what you will be doing; consider whether there are particular risks relating to that location or activity (e.g. an unusually isolated location, adverse weather conditions for driving). If there are, discuss them with your line manager before setting off.
- Consider locking premises when you are working or volunteering alone. Leave immediately or not enter any situations or premises if you feel unsafe.
- Report any concerns, lone working incidents or near misses to your line manager.
- Report any safety practices that need to be improved or risks not otherwise identified.
- If you are meeting with members of the public, or someone unfamiliar to you then you should arrange the meeting to take place in a public place such as a café, a communal area at a meeting place, a County/District office or activity centre where others will be present.

B & T Scout Group's policy, in general, aims to closely reflect and sit comfortably within the framework of The Scout Association's Lone Working Policy.