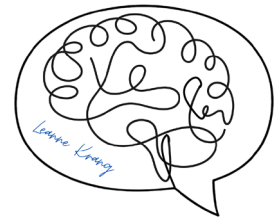


LEANNE KRANG THERAPY

LONE WORKING POLICY



Purpose of this Lone Working Policy

At Leanne Krang Therapy, I am committed to providing a safe and secure environment for both myself and my clients. This policy aims to outline guidelines and procedures for lone working, ensuring my well-being and safety during my sessions with clients.

Definition of lone working

'Lone working' refers to situations where a counsellor carries out their duties without direct supervision or in the absence of colleagues within close proximity. This may include working from home or in individual counselling rooms, remote sessions, or conducting home visits.

Risk assessment

To ensure my safety, a thorough risk assessment will be conducted for my venue, taking into account factors such as location, accessibility, emergency procedures, and potential risks associated with clients' circumstances. The risk assessment will be regularly reviewed and updated as needed.

Communication and check-in procedures

I will notify my family/colleagues when I am in a session with a new client and inform them of my appointment times. I will re-engage with family/colleagues when I come out of the session, usually by text.

I will maintain regular contact with my family during lone working sessions, utilising appropriate communication channels such as phone calls, text messages, or dedicated communication software.

Emergency procedures

I am familiar with the emergency procedures specific to my online-counselling room and I have access to relevant emergency contact information.

In the event of an emergency, I will follow the established emergency procedures, ensuring the safety of both me and my clients. This may involve contacting emergency services, alerting someone, or taking appropriate protective measures.

Personal safety measures

I will be up to date with personal safety training to manage potentially challenging situations. Where applicable, I may have access to personal safety devices, such as panic buttons or alarms, to be used in case of immediate threats to personal safety.

Well-being support

My well-being is of utmost importance. Regular supervision sessions and debriefings will be scheduled to provide a supportive environment for me to discuss my experiences and seek guidance when needed.

I will ensure that I prioritise self-care and take regular breaks to manage my own well-being effectively.

Review and evaluation

This policy will be periodically reviewed to ensure its effectiveness and relevance.