



Reaching People

Lone Working Policy Statement For Moneywise Plus

All member organisations and/or partner organisations working with Reaching People are required to have in place their own Lone Working policy and procedures and to submit a copy of their latest policy to Reaching People at the start of any agreed contract.

All staff from member or partner organisations will abide by the policies and procedures of their own organisation, in addition to following the guidelines below, whilst working within the contract.

The Moneywise Plus programme may require staff to undertake home visits and any such request to do so by a member of staff must be made in advance, stating the reason for the request, to the Project Manager.

Lone working is not always dangerous or risky but it always needs to be carried out safely. Staff will be working from a variety of organisations in order to make the programme easily accessible. If the staff member is meeting with a client on third party premises, this will be in a designated space pre-agreed with Moneywise Plus management team and will be conducted whilst the premises are open for their regular business.

The Project Management team will hold copies of risk assessments for each location at which staff will be conducting 1-2-1 interviews/reviews with clients. Staff will be expected to be familiar with the risk assessments for each location in which they work and to have a point of contact at each venue.

Staff will receive appropriate induction and information for each location. A central record will be maintained detailing the daily location of the advisors.

Should any member of staff working on the contract feel unsafe in their work surroundings, they must report this to their Moneywise Plus line manager at the first available opportunity as well as to their own organisation.

Signed.....

Date