

GUIDELINES FOR LONE WORKING AND 1 TO 1 COACHING

Appendix A6

LONE WORKING

Wherever possible, volunteers and coaches should try to work with others when delivering sessions. However, there are times when it is necessary to carry out coaching or other volunteer work alone; this should not become a regular occurrence. When lone working is required you must consider what might cause harm to people and ensure you are doing enough to prevent that harm, the following practice should be adopted:

- Assess whether it is safe and practical to carry out the activity with only one coach/volunteer
 - **The Activity** – what is the activity planned, is it safe for 1 coach/volunteer to deliver alone? Are modifications needed? Should the session go ahead?
 - **The Person** - How experienced is the coach/volunteer in their role and in working alone? Has the coach/volunteer relevant qualifications/training? Are there any reasons why the coach/volunteer might be more vulnerable, for example are they young, pregnant, disabled or a trainee?
 - **The Participants** - What is the experience level and competency of the participants? Do they have any additional needs? Are there any behaviour management concerns? Will a lone coach/volunteer affect the Ratios/max numbers of participants in the session?
 - **The Environment and Equipment** - Will there be any increase of risk management in relation to the environment/equipment with only one coach/volunteer? Can all equipment be accessed and used safely by only 1 person? Are there any locking up or other security issues to consider with only 1 coach/volunteer?
 - **Communication** - have systems in place to keep in touch with the lone coach/volunteer and have a suitable plan in place to respond to any incident. Ensure that all adults behave in an appropriate manner, respecting the rights of the individual and treating them with respect, dignity and fairness.

1 TO 1 COACHING:

1:1 coaching is a normal part of sporting activities; there may be occasions where coaches are providing 1:1 coaching with adults. In order to safeguard all parties the following should be adopted:

- Ensure that all coaches understand, abide by and have signed up to the code of conduct
- The activity should take place in an open environment with others around and any 1:1 sessions should be delivered in clear view of others within the venue
- Ensure that all adults behave in an appropriate manner, respecting the rights of the individual and treating them with respect, dignity and fairness.
- Coaching techniques for 1:1 sessions delivered with demonstration should avoid any unnecessary physical contact, for more guidance on Physical Contact see Appendix 5
- Those working alone with adults must have a copy of the individual's essential information – allergies, medical needs and emergency contact number as well as access to a phone
- Information should be provided to all adult participants on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session

There is further guidance that can support decision making around lone working and 1 to 1 coaching:

- Appendix 4: Ratios for coaching adults at risk
- Appendix 5: Physical contact and first aid
- Appendix 7 (a-e) Codes of Conduct
- Appendix 15: Risk assessment form
- Appendix 15(a): Risk assessment guidance notes