**Safe working Practices**

Safe working practices will be adopted in providing support. In particular:

* An assessment of risks to the child/ young person and Support Worker, will be made in each home before the service starts by the co-ordinators. In an emergency the Support Worker may be required to start work within a home before the assessment has taken place, but the assessment will be carried out within a maximum of two weeks.
* The support worker will know who to contact for help/advice at all times, and know the action to be taken in an emergency. This will be detailed in the child/ young person’s Person Centred Plan and in the Support worker Manual.
* All Support workers will receive training to meet specific needs required of them in each Service User’s home, for example, the use of manual handling equipment.
* Suitable protective clothing (e.g. plastic apron, disposable gloves) will be provided by CWD Outreach Service as required.
* Support workers are required to have suitable car insurance including Business insurance. Support Workers are required to show insurance documentation yearly to the Co-ordinator or Manager, who will keep a copy on file.
* All incidents, accidents or injuries occurring during working hours must be reported verbally and in writing to the Co-ordinator or Manager. Coordinators will complete a report form which is held on file. In line with regulation 18 of the Care Quality Commission Regulations, a notification will be sent.

Any potential hazards/defective equipment must be reported by the support worker to a parent/ carer and a coordinator. Coordinators will complete a report form which is held on file.

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Reviewed by: Jo Austin

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