



All Saints' Church Sidmouth

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A Partner in the Sid Valley Mission Community

Lone Working Policy

1. Guidelines for working

- a. All Saints' Church wishes to ensure that those working for or volunteering with the Church are not exposed to unnecessary risk when working alone. These guidelines apply when working alone at the Church or when making home visits to Church members or members of the public.
- b. These guidelines have been drawn up to minimise the risk to staff and volunteers owing to problems that may arise from meeting members of the public, either through allegations being made or having to deal with unwelcome/unacceptable behaviour.
- c. The Church, through the Safeguarding Co-ordinators or the Pastoral Care Co-ordinators, will carry out risk assessments of any role that requires a person working alone on a regular basis. Training will be provided to help minimise the risk.

2. Lone working at the Church

- a. While on most occasions there is more than one person in the building there are times where you may find yourself alone, particularly when opening or locking up.
- b. When working alone you should ensure that: -
 - The environment you are working in is secure from outside intrusion.
 - You carry a mobile phone with you so that you can call for help if needed.
 - If you are meeting someone in an office/meeting room the seating is arranged so that you can exit leaving the person behind.
 - You can call for back up if anything happens that you do not feel able to deal with alone.
- c. If you are responsible for opening or locking up church buildings, you should ensure that:
 - There is no one close by that you feel unsure about. (Before un-locking doors)
 - All rooms that are not to be opened to the public are secured (Vestry & Church Office)
 - When locking up ensure that all windows are closed and all doors are securely locked.
 - There is no-one else on the premises before locking the doors.

3. Lone working for Pastoral Care visitors

- a. When visiting those known to you basic precautions are required:
 - Let someone, a family member or friend, know where you are and when you expect to return
 - If you are visiting on behalf of the PC team always wear your name badge.
 - If you feel any antagonism from the person being visited, make your excuses and leave immediately.
 - If you feel it is necessary, speak to the PC Co-ordinators about any aspects of the visit that you feel you need support with.

- b. Don't allow the above to stop you from your informal visiting of friends from the Church.

- c. When visiting those who are not known to you more detailed precautions are needed:
 - Always inform the PC Co-ordinators - who you are visiting, where you are going and when you expect to be home.
 - Have your mobile phone with you. (The PC Co-ordinators will have your number and the number of the person being visited.)
 - Wear your PC name badge and introduce yourself as an official PC visitor.
 - If, as you approach the building, you feel uncertain about the visit don't continue. Let the PC Co-ordinators know.
 - Always be aware of the exits and place yourself in a position where you can exit quickly.
 - Remember vulnerable people under pressure can change quickly. Be aware of attitude and demeanour. If unsure always make your excuses and leave immediately. (Let the PC Co-ordinators know.)
 - When informing the PC Co-ordinators of your visit it may be useful to give a time when you want the visit to end so that they can call your mobile.
 - Debrief with the PC Co-ordinators at a mutually convenient time.

Remember – This policy is written to keep you secure when working/volunteering for All Saints' Church. It covers extreme circumstances and should not stop you showing the Christian love and care that is your usual Christian service.

Individual Risk Assessments can be put in place to help prevent unforeseen circumstances that could lead to harm. These will be carried out by the Safeguarding Co-ordinators or the Pastoral Care Co-ordinators when required.

4. Review

- a. This policy was adopted by All Saints' Church at a Parochial Church Council meeting held on 11 October 2016. This policy replaces any other policies in this subject area.

- b. This policy and its implementation, along with its associated procedures and practices, will be reviewed each year and the Pastoral Care Co-ordinator will report at least annually to the PCC on progress which has been achieved and actions which have taken place.

5. Approval

Churchwardens

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Rupert Crofts

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Fliss Carver