

The Camelot Parishes

Lone Working Policy

Defining lone working

Lone working refers to situations where individuals, in the course of their duties, work alone or are physically isolated from colleagues and without access to immediate assistance (as defined by the Diocese of Bath and Wells).

Thinking about lone working

When thinking about working or meeting people on your own you may want to consider:

- Is lone working necessary? Are there ways of organising things so you're not on your own? For example, asking someone to come with you on a home visit.
- If you're meeting someone, is everyone absolutely clear when and where it will take place? Could any of the arrangements be misinterpreted?
- Are there particular risks to the individual worker? Have reasonable precautions been taken to minimise these risks?

Lone working in a church building

There are many occasions where an individual (such as a member of clergy, churchwarden, or musician) may be working alone in a church. As well as being aware of general personal safety precautions, they should also follow the guidelines below:

- Ensure you know where all the entrances and exits are.
- If you have keys, and have unlocked the main entrance door or any other doors, such as the vestry, ensure you keep the keys in your possession.
- If at all possible, make sure someone knows you are at the church and roughly how long you plan to be there.
- It may be useful to have a mobile phone on you.
- Do not use ladders (except low step ladders) and do not seek to move anything that is too heavy or bulky for one person to move safely.
- If it is dark, make sure you have the church lights on. It may also be helpful to have a torch on you, so that you can safely leave the church once you have switched off the lights.
- If for any reason you feel unsafe, leave the church immediately, and if needed, report your concerns to someone else.

One-to-one visits

One-to-one visits can be potentially risky situations, the guidelines below are intended to minimise some of these potential risks.

- Do not call by unannounced – agree beforehand when and at what time you will visit. Some people may not feel comfortable saying that they do not wish to be visited and will invite someone in even if they feel uncomfortable doing so.
- It may be appropriate to ask if you could bring someone with you to the visit, or if the person you are visiting would like someone else to be present.
- If you are visiting someone, make sure someone knows you will be visiting someone on your own, where you will be and what time you expect to be back.
- If you are visiting someone who you are concerned may act in an unsafe manner towards you, make sure you sit near the exit to the room so that, if necessary, you can leave as easily as possible. However, if possible, bring someone with you.
- If someone is visiting you in your home, make sure you meet in a room that is as professional as possible and do not invite individuals upstairs/into more private areas of the house.
- It's advisable to make records of visits where anything of particular significance was raised or discussed or anything unusual or of concern occurred, these records should also include the date and time of the visit.
- Make sure the purpose of the visit is clear, to avoid any misunderstandings about the nature of your relationship with the person you are meeting with.
- If your visit raises any Safeguarding concerns, raise these with the Parish Safeguarding Officer (Rob Sage) and make a note of your concerns.

Children and young people

No worker should ever plan to be alone with children or young people in a church building, on church premises, or in their own home or the home of the child or young person as part of an official church-related matter. However, if they should find themselves in this situation, it is important that another adult is made aware immediately. The worker should also assess the risks involved in sending the child or young person home, against the risks and vulnerability of being alone with them.

Review

The Lone Working Policy will be reviewed and revised annually in response to new legislation, policies or guidance, or specific demand and feedback.

Date: *Christine Rose Smith, Nuton 23rd June 2022*