



Lone Working Policy: Churches and Church House

Date of first policy:

Date to be reviewed:

1. Guidelines

Dereham & District Team Ministry wish to ensure that those working, or volunteering are not exposed to unnecessary risk if working alone. These guidelines apply when working alone in a Church, Church House or when making home visits to people in the parish or attending other meetings/activities away from the Church related to your role.

These guidelines are written to minimise the risk of problems that may arise either through allegations being made or having to deal with unwelcome/unacceptable behaviour.

Best practice is to avoid lone working as far as is practicable.

Training is required and available online to assist those working with children, young people, and vulnerable adults.

2. Lone working at the Church or in Church House

On many occasions there is more than one person in the church or church building but there are times where you may find yourself alone, particularly when opening or locking up. When working alone you should ensure that:

- Let someone you trust know you will be working alone and your planned work hours.
- Familiarise yourself with fire escape routes for all parts of the building and ensure you have access to the right keys.
- Be aware of Policies and Risk Assessments pertinent to your role. E.g.: Emergency Evacuation, Church Risk Assessment, Lone Working. These are available to be viewed on the website.
- The keys are secured and inaccessible to visitors.
- Call for back up if anything happens that you do not feel able to deal with alone. If you are concerned, leave the building.
- Carry a charged mobile phone with you so you can call for help if needed.
- If you are meeting someone in an office/meeting room, the seating arrangements should allow you to exit the room leaving the person behind.
- If you are the last person in the building or responsible for locking up, you should ensure that:
All windows and doors are secured to prevent unauthorised access so that the environment is as safe as possible, candles are extinguished, and lights and computers switched off.
- Texts or conversations that raise concerns should be saved and passed on to the local nominated safeguarding officer.

3. Emergency contacts

If there is an intruder or you are threatened dial **999**, give the post code of the Church

St Nicholas, Dereham	NR19 1DN
St Peter & St Paul, Scarning	NR19 2PF
All Saints, Swanton Morley	NR20 4PB
St Andrew, Hoe	NR20 4BB
St Mary Magdalene, Beetley	NR20 4BZ
St Mary, East Bilney	NR20 4HW
All Saints, Shipdham	IP25 7LX
St Andrew, West Bradenham	IP25 7QT
Church House :	NR19 1DN