



Lone Working Policy: Ministry Team and Church Visiting (Wedding, Funeral, Baptism visits, Home Communion and Pastoral Visits)

Date of first policy:

Date to be reviewed:

1. Guidelines

The 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 the Churches, 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. Visiting people and places who are known to you

If working alone away from the Church, you should consider if your visit might present a risk to you. Most visits including home visits are likely to be 'low risk' as most of the people and places workers and volunteers. However, this is not always the case. It is good practice to tell colleagues before you go out on a visit. You should always aim to do the following:

- Let your colleagues or someone you trust, know when and where you are going and who you are visiting.
- If your plan changes you should contact a colleague or trusted person to let them know what is happening and that you are safe.
- Make sure that you have a charged mobile phone with you.

3. Visiting people and places that are not known to you and may present a risk

If you have any concerns for your safety then consider whether the visit is necessary, can you arrange a more public venue? or take someone with you. If this is not possible, it is important that a colleague or trusted person knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return. You should also:

- Make sure that you have a charged mobile phone with you, so that you can use it quickly in an emergency.
- Always follow the person into the building and ask that any dogs are removed from the room if you are concerned.
- If possible, make sure you seat yourself near to the door so you can exit quickly if needed.
- Texts or conversations that raise concerns should be saved and passed on to the local nominated safeguarding officer.

3. Emergency contacts

If you are threatened dial **999**