

Lone Worker Policy - St Mary's Hollingworth & Christ Church Tintwistle.

Parochial Church Councils (PCCs) {Version 1 – 2023}

PCC employees and church volunteers find themselves working alone in their workplace, the church building or visiting people from the parish in their own homes. It is important that such lone workers make adequate arrangements to ensure that they are safe at all times, both when they visit clients or when clients visit them, and when they undertake work (Cleaning, bulb changing etc) on the church grounds.

It is an important safety aspect to ensure that other people are aware of their meetings, whom they will meet as well as when and where.

The PCC suggests that each lone worker takes part in a "buddy" system where they contact a named person before every visit (be it a visit to a person, or to do a 'job' at a building) with an itinerary of who they are meeting (or what they are going to do), where and at what times.

Lone workers should be careful not to tell any clients that they are alone in their workplace. This applies to people who contact them by telephone and e-mail as well as visitors.

You must work within the parishes safeguarding Policy

Please discuss any issues or concerns with the Vicar or Warden at the at the earliest possible opportunity.

Record the factual details of any incidents that have caused you concern immediately after the event by email.

Things to consider:

- Where practicable, have someone else with you (or in the building)
- Have you got a portable phone with you that is charged and turned on? Does it have your 'buddy' and the church mobile (07954300933) programmed into it so you can call for help?
- Have you set up a predetermined code word ready in case you want to summon help?
- When you have finished your visit/job contact your buddy to confirm that you are OK and going home
- Are the rooms that you use as professional looking as possible, not bedrooms?
- Do you know what exit strategies you could use if you felt uncomfortable or threatened?
- Do you have a tracing system in place that would enable your 'buddy' to know where you are and who you are with in case of emergency?
- In the event that you visit someone in their own home and you feel at all uncomfortable or unsure, make an excuse and leave.
- Trust your instincts.

The PCC recommends the following advice (from the Suzy Lamplugh Trust) to lone workers:

- P** - Plan to meet first time visitors in a busy public place, rather than your workplace, if possible.
- L** - Log in your visitors with a buddy and phone them after your visitor has left to let them know you are safe.
- A** - Avoid situations which could be difficult.
- N** - Never assume it won't happen to you.

Before working alone consult with others who are doing so. The Suzy Lamplugh Trust will provide guidance on personal safety (email: info@suzylamplugh.org website: www.suzylamplugh.org tel: 020 7091 0014).

Consider how your working arrangements could be more secure. Do your own risk assessment and do not let others pressure you into working in a way that may put your safety in danger.

Agreed on (Date)

Signed..... (Vicar)

.....(Warden)