

PARISH OF ST MATTHEW, TRIANGLE & ALL SAINTS

1st February 2018

Guidelines for working alone.

The aim of these guidelines is to ensure that both volunteers and employed staff are safe in their role as pastoral visitors, workers with children or vulnerable adults and in general activities which are sometimes undertaken alone on premises belonging to our Parish. It is Parish policy that people should not work alone on church business. Where this is not possible specific permission must be sought from the Rector or, in his absence, the Associate Priest in conjunction with the Parish Safeguarding Officer.

These guidelines are not permission to work alone.

Hazards which lone workers may face include:

- **Accidents or emergencies arising out of the work**
- **Fire**
- **Violence from members of the public, and**
- **Health or manual handling issues**

All lone workers should ensure they know where the firefighting and first aid equipment is kept. They should also ensure they know who to contact in case of an emergency or incident.

Guidelines for working alone.

Working with children, young people or vulnerable adults

Please see the Parish Safeguarding Policy for children, young people or vulnerable adults.

- In accordance with the Parish Safeguarding Policy workers in these areas do not operate alone.

Pastoral visiting (Clergy, Elders and other authorized people)

- Please ensure someone knows where you are going and the address you are to visit.
- If possible tell someone the time of the visit and the time you expect to return home. If delayed tell that person.
- No visits should be after 9.00pm unless under direct instructions from the Minister/Team Leader.
- Visitors should always have their mobile telephone with them during a visit.
- Make sure all equipment is in full working order before going out. (i.e. mobile phone batteries fully charged, car checked, petrol, etc.)
- Do not go into any situation where you feel unsafe.
- Leave if you feel unsafe; contact another person.
- To prevent misunderstandings or attachment difficulties arising avoid working alone with someone of the opposite sex.

Working alone in the church buildings and grounds: St Matthew's Triangle and All Saints Churches, The Fletcher Centre, Triangle Community Centre, Living Water and All Saints Church Hall

Please see The Health and Safety Policy for further information.

- Ideally people should not work alone as there are risks involved, such as assault, accident or sudden illness.
- If unavoidably, you find yourself working alone, keep the front door locked and only open it to people who are expected or known to you.
- Do not allow anyone you are not familiar with into the building if you are alone.
- Never give money out to casual callers as this may result in 'unsafe' people calling to demand money.
- If you arrive at Church when someone else is there, let them know you are on site. If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.

However, if you are working alone on site you should take these precautions:

- Lock the doors (keeping the keys with you) and close the windows to deter intruders.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone with you.
- Park your car as near as possible to an external light.
- When leaving, limit the amount you are carrying so have one hand free e.g. to carry car keys. If you are transporting valuable equipment or sums of money then try to arrange for another person to accompany you out of the building.
- Ensure someone knows where you are and your estimated time of arrival home.
- If you arrive and find any sign of intruders, do not enter the building. Call the police.
- If you become aware of intruders or vandals, do not challenge them. Call the police.

Signed.....

Date reviewed.....