

## LONE WORKING PCC CONSIDERATIONS

Within the parish, clergy, staff and volunteers may from time to time be involved in travel, meetings and, within their roles and responsibilities, a wide range of tasks that see them in paces with which they are unfamiliar or a working alone. It is acknowledged by the Church nationally and by the parish that all of these may present some risk.

The location of the churches and the local demographics (taking into account transient populations and economic deprivation) present additional issues for lone working.

The PCC accepts the broad duties set out by legislation to provide a safe working environment, safe equipment and safe systems of working for all employees and volunteers. To do this the PCC must identify issues, risks and steps to control and manage risk as it arises. A baseline risk assessment of all parish activities has been conducted as a prerequisite of the PCC's agreement of this policy and the attached guidelines.

The PCC is therefore responsible for providing clear guidelines which offer support and practical advice. This policy is not meant to be restrictive or provide definitive guidance for every individual situation or set of circumstances which may arise.

The PCC will provide training, supervision and equipment which may be needed in any situation where risk is identified.

Key to the effectiveness of this policy is the need for staff and volunteers to remain alert at all times to their own security, not to take unnecessary risks and to take responsibility for themselves and others if needed.

Special reference is made to pastoral care. One to one contact with individuals in the context of pastoral care should be properly planned and any risks considered and recorded effectively. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries.

### LONE WORKING GUIDANCE FOR STAFF AND VOLUNTEERS

THIS GUIDANCE IS FOR GENERAL PURPOSES AND DOES NOT REPLACE THE DETAILED ARRANGEMENTS CONTAINED IN THE RISK ASSESSMENT FOR ANY PARTICULAR ACTIVITY

1. The PCC and any member of staff or volunteer must work closely together to share the responsibility of identifying concerns, risk and taking steps to minimise risk. Where any new risk is identified, it should be raised as soon as reasonably possible, given the individual circumstances and severity of the risk, with the churchwardens and clergy.

2. Potential risk may occur (but is not limited to) when:

- Unlocking, working in and closing up church/parish buildings alone during the day, late at night, early in the morning or at weekends;
- Travelling on behalf of the parish in unfamiliar areas;
- Working on behalf of the parish in unfamiliar areas;
- Pastoral visiting;
- Occasional office interviews;
- Seeing people at the door (clergy)

3. Having identified a potential risk, it should be fully assessed, the assessment should be recorded and kept and the steps to address it should be agreed with the wardens and clergy and safeguarding co-ordinator as appropriate, and implemented in full before the activity is commenced.

4. Emergency and out of hours contact numbers should be provided to all those who are working alone.

5. Parking should always be in well-lit and public areas.

6. No person should be in church alone without the knowledge of at least one other person who has accepted responsibility for the wellbeing of that individual. Anyone in church alone should carry a working mobile telephone.

7. Anyone responsible for opening and closing a church should know:

- Where the emergency exits are;
- What rules for who to contact in an emergency on any given day there are;
- Where they should place themselves in any emergency.
- That they must carry a torch and a shriek alarm.
- Have read and understood the detailed risk assessment for this activity before they undertake the activity

8. If any individual is working outside office hours, they should ensure that details of their intended activity, contact number and departure and return times are notified to at least one other person who shall be responsible for raising an alarm if the person does not return.

9. All those working for the church will know where to access a first aid kit and it will be kept fully stocked. An accident book will be kept up to date in both churches.