

## **The Parish of All Saints, South Cave Lone Working Policy**

In accordance with the Diocese of York's *Lone Working Guidance (2018)*, the JCC has the responsibility to ensure that Lone Worker procedures are implemented in order to ensure that clergy, staff and church volunteers are safe when undertaking their roles. Lone Working is normal practice for essential church work to be undertaken whether, for example, that is working alone in an office, cleaning or maintaining premises in or outside normal hours, travelling between locations or undertaking home and pastoral visits.

### **Who are Lone Workers?**

At All Saints, those likely to be undertaking Lone Working regularly are:

- The vicar and other clergy
- The parish administrator
- The cleaner
- Approved members of the church undertaking solo home or pastoral visits/meetings
- Volunteers or contracted staff undertaking maintenance of the premises.

### **What are the risks Lone Workers face?**

Although not exhaustive, risks that Lone Workers face are:

- Physical accident or sudden illness, when there is no one around to fetch help
- Physical violence or threat of abuse in any form from a visitor or visitee
- Sexual behaviour or advances that are inappropriate or threatening
- Accusations by a visitor or visitee of inappropriate behaviour when there are no witnesses.

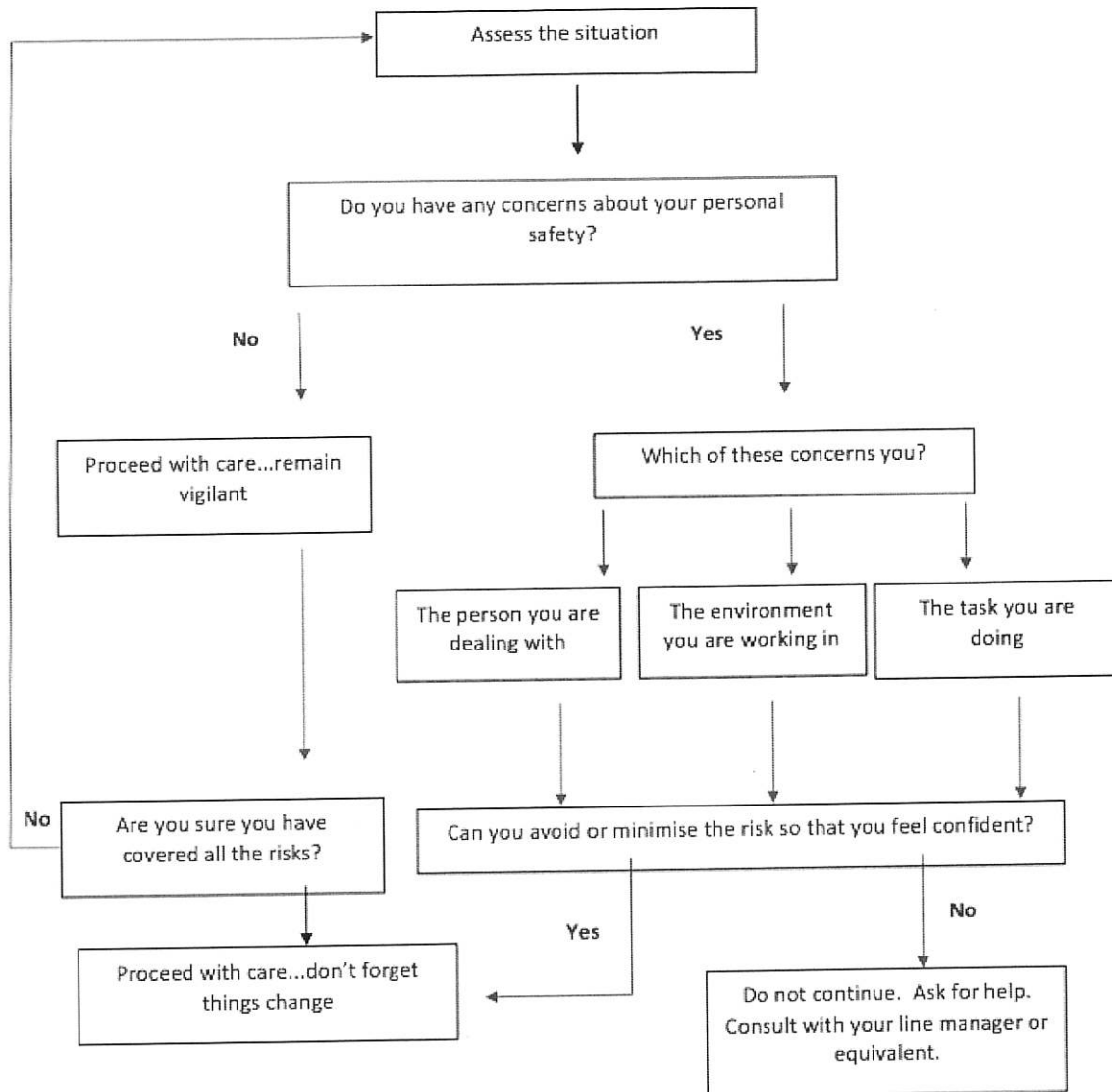
### **Responsibilities of the JCC**

When recruiting church staff or appointing volunteers, the JCC should consider and minimise the risks to that individual of Lone Working. If Lone Working is inevitable, the JCC must ensure that the Lone Worker knows they must:

- Tell someone else where they are working and ask the other person to check all is well if the Lone Worker is not home when expected and, if they cannot be contacted, to raise the alarm
- Always carry a fully charged mobile
- Always lock the doors if working on premises alone. Keys can be obtained from the Parish Administrator or the Church Wardens.
- Report any defects, e.g. trip hazards, to the Church Wardens
- Undertake a risk assessment with the designated Church Warden and ensure that appropriate equipment is used and safety precautions taken, when working at height.
- Always use safety guards on power tools and never use when on the premises alone
- Take care of personal security when carrying any cash
- Inform the Church Wardens, Parish Safeguarding Officer or Vicar of any suspicious behaviour or any threats made.
- Be proactive in assessing their own safety in new or emerging situations.

## Personal Safety Risk Assessment

Individuals have a personal responsibility to look after their own safety when working alone and not to undertake unnecessary risks. The Suzy Lamplugh Trust, *Personal Safety at Work Flowsheet* is a useful tool to assess the environment, working practices and new situations.



## Pastoral and Home Visits

Extra vigilance should be taken when undertaking a home or pastoral visit, particularly when the home circumstances are not known. Church members often mix socially with fellow congregants either on a one-to-one basis or in groups, as part of the support and friendship they offer each other. However, if a visit is undertaken on behalf of the church by an approved member, then a record should be made and maintained of that visit. The minimum recording requirements for all one-to-one visits is:

- Date and time
- Person(s) present
- Venue
- Nature of contact

It may be pertinent to record in more detail if there is any indication that this person, the context or content of the meeting has a heightened vulnerability either before or during the meeting:

- When and where the meeting / discussion took place
- Purpose of the meeting / discussion
- The time you / the other person arrived and left
- Who else was present
- A brief, factual account of what was discussed / agreed
- Any potential / actual safeguarding concerns identified
- Any actions taken / to be taken and any decisions made including advice taken and from whom
- Sign and date the record and store securely

It is good practice to check with the person concerned at the start, midway and end of the meeting that they are comfortable with the arrangement and process of the meeting.

Pastoral visits/meetings may take place in a public place where it is possible to hold a confidential conversation that cannot be overheard, e.g. in a cafeteria or at a hospital bedside. Pastoral and home visits should be by prior arrangement whenever possible. Wherever the visit takes place, respect personal space and never do or say anything that could be misinterpreted.

A template to assist record keeping is attached at Annex A. The record of the pastoral or home visit should be filed in the church's administration office.

Vicar: The Reverend Andrew Moreland

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Church Wardens: Alan Duckworth

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Mary Binns

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**Date: 14<sup>th</sup> March 2024**

Policy to be reviewed in March 2027 or on publication of new guidance.