

Working Alone Policy

For St Luke's Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Approved by: PCC

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Last reviewed by: Chris Swain

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Reviewed by: Chris Swain/Standing Committee

Update Status: Definitive

Signed:

Role:

Date:

Purpose and Aims of the Policy

This Working Alone Policy is to be read in conjunction with the Health and Safety policy and the Fire Safety Policy of the church.

This policy provides some clear guidelines for anyone working alone on church premises, whether out of choice or necessity, or, in acting on behalf of the church/PCC is out in the community on their own, perhaps visiting a person's home or other premises.

The intention is that, as far as practicable, working practices are set up for a lone worker that are monitored and reviewed to ensure a safe working environment, that safe work practices and activities are followed and the premises safe for visitors.

Whenever practicable the church is open to worshipers and visitors, generally 09:30 – 15:30 Tuesday to Friday, during term time. Likewise, on Sunday to suit published worship patterns. Similar office hours are kept Tuesday to Friday during term time. The premises are also used by various groups during the day and into the evening. Therefore, this policy aims to help ensure safety and security for a person working alone at these times.

Church Office

It is expected that someone working alone on church premises, such as the church administrator in the church office, should as a matter of course:

- Secure the external door, so denying entry to callers;
- Expect callers to 'buzz to enter' at the main church door and take a view (or seek advice) on whether to open the door or not;

A person working alone and facing an emergency (e.g. where they feel personally threatened in some way), should

- further secure any internal doors for their own safety;
- use either the church phone system or their mobile phone, to get help.

Pastoral Work and Visiting People in the Community

Part of the nature of pastoral and related work is visiting individuals in their own homes or other premises 'on behalf of the church'. A duty of care must be taken during such visits, which may include some or all of the following:

- Pastoral Visitors are to carry personal ID that establishes that they are acting on behalf of St Luke's, and to show that ID to those they visit – especially for the first visit;
- Pastoral Visitors are encouraged to carry a mobile phone with them on all visits in case of the need to call for help;
- Visitors are encouraged to ensure that somebody from church knows who they are visiting and when;
- In the event of suspicions being aroused and any sense of feeling unsafe, the visitor is to leave immediately;
- No visits should be made alone to unknown persons or unusual out of the way places, without first assessing the risks and ensuring somebody else knows the address and time of visit.

The Vicar and the Vicarage

The Vicar's study is separate from the church which makes its occupants potentially more vulnerable. Duty of care must be taken by the Vicar to endeavour to ascertain the level of risk in admitting visitors to the vicarage. For example, it may be wise to meet some people on church premises rather than in the vicarage.

Banking cash

The day and time of banking cash should be varied.