

St Barnabas, Swanmore

Lone Workers & Risk Management



** This policy should be used with the Personal Risk Tool and in conjunction with the Portsmouth Diocese Lone Working Policy*

This St Barnabas Swanmore ‘Lone Workers & Risk Management Document’ will reviewed and revised annually (or sooner if church activities change significantly or legislation changes) in response to new legislation, policies or guidance or specific demand and feedback and will be approved by the PCC and adopted by the Church Meeting after such changes.

Version History

Version	Date	Detail	Author	Approved	Date
1.0	24/10/19	New Policy	Clare Townsend	PCC	
	17/12/20		Hannah Star		
2.0		Update content – Pastoral Visitors			
3.0	05/11/22	Revised to remove duplicate text and simplify guidance to lone workers	Paul Eathorne		

Role	Location of Lone Working	Risk	Risk Management Action
<p>This guidance applies to all lone workers, including but not limited to; churchwarden, reader, PTO clergy, verger, server, sacristan, organist, florist, unlocker, cleaner, maintenance staff, administrator, Patterson Centre Manager, Meon Valley Carer, Barnaby's staff.</p>	<p>All St Barnabas Church premises, including; Church, Churchyard, Barnaby's, Patterson Centre.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Inability to raise the alarm in the case of sudden illness, accident or a threatening incidence. <input type="checkbox"/> The presence of a threatening person/s in the church, especially if under the influence of drugs and/or alcohol <input type="checkbox"/> No adult worker should ever be alone on church premises with children or young people. If this situation arises because e.g., unaccompanied children come into the building <input type="checkbox"/> Locking up in darkness 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify someone that you are going to the church and expected length of time you expect to be there; <input type="checkbox"/> Carrying a mobile phone on your person when in church. If no mobile phone, then leave the outer and inner door of church open for the time you are in church. <input type="checkbox"/> Risk-assess the location beforehand – is there anyone inside? Can you get out? <input type="checkbox"/> Do not put yourself at risk - withdraw, seek assistance or call 999; <input type="checkbox"/> Be aware of yourself, your behaviour and the signals you may be giving - body language, tone of voice, choice of words. <input type="checkbox"/> Report the incident to Church Warden immediately to allow appropriate action to be taken. <input type="checkbox"/> Assess the risk in sending the child/children away against the risks of the vulnerability of being alone with them. If you opt for the latter, be visible and stand by the open church door. <input type="checkbox"/> Make notes of the situation and notify Churchwarden and/or safeguarding officer immediately. <input type="checkbox"/> If locking at the end of a service, ask someone to wait with you.

Additional guidance is offered for the following roles

Role	Location of Lone Working	Risk	Risk Management Action
Vicar	Vicarage Community / Other people's homes	<p>Vicarage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unknown callers at the Vicarage <input type="checkbox"/> Meetings with unknown persons e.g. wedding couples at the Vicarage <input type="checkbox"/> Unaccompanied children or young people turning up at the Vicarage <p>Other people's homes</p> <ul style="list-style-type: none"> <input type="checkbox"/> It is essential that you continually risk assess whilst lone working. There are potentially unknown situations, especially if visiting for the first time <input type="checkbox"/> Animals may present a safety risk 	<p>Vicarage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Net curtains / video entry system to see who is at the door <input type="checkbox"/> Only answer the door if it feels safe to do so <input type="checkbox"/> Never let anyone unknown into the Vicarage <input type="checkbox"/> Never let anyone into the Vicarage who is under the influence of drugs or alcohol <input type="checkbox"/> Keep a diary log of who is visiting <input type="checkbox"/> If an unknown/little known person requests a 1-2-1 at the Vicarage, have meeting in a public place or when someone else is present in the Vicarage <input type="checkbox"/> Do not be alone with a child or young person. If it feels too risky to send them away, notify another adult immediately. <p>Other people's homes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask who is at home before entering the house <input type="checkbox"/> Always carry a working mobile phone when doing home visits <input type="checkbox"/> Always carry a personal alarm <input type="checkbox"/> Keep a diary of visits and notify others of where you are going <input type="checkbox"/> Never visit a child or young person unless another adult is present <input type="checkbox"/> Be alert to any signs of potential danger - is the person drunk or on drugs, what is your way out etc <input type="checkbox"/> Visit during daylight hours where possible. <input type="checkbox"/> Ask the person you are visiting to secure any pets.

Staff and volunteers working from home alone	Home		<ul style="list-style-type: none"> <input type="checkbox"/> Staff working from home should maintain regular contact with a friend or colleague if working alone for extended periods; <input type="checkbox"/> Staff and volunteers working from their own home should take every reasonable precaution to ensure that their address and telephone numbers remain confidential <input type="checkbox"/> The Incumbent and PCC should be particularly aware of arrangements agreed within the parish, for staff and volunteers who live alone; <input type="checkbox"/> Staff and volunteers working from home should be aware that even ex-directory and mobile numbers will show up on Caller Display and can be retrieved on 1471. To prevent the person you call accessing your number dial 141 before the number, or check the instructions for your mobile phone; <input type="checkbox"/> Ensure that all doors and windows are secured to prevent unauthorised access, so that the house is as safe as possible; <input type="checkbox"/> Be careful not to tell anyone that you are alone. This applies to people who telephone or email you, as well as to visitors; <input type="checkbox"/> Think carefully before inviting any caller inside especially if you are alone; <input type="checkbox"/> If you do have people visiting your home, use rooms that are as professional looking as possible; <input type="checkbox"/> The Suzy Lamplugh Trust advises making a phone call after the visitor has arrived, telling someone that you will get back to them at a certain time, after their visitor has left. This act as both an information call and a deterrent.
Volunteers taking cash to the bank		<ul style="list-style-type: none"> • Risk of robbery when handling money • Risk of theft or being falsely accused of the same • Being unable to raise the alarm in the case of sudden illness, accident or a threatening incidence 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure do not put yourself at unnecessary risk. <input type="checkbox"/> If possible, do banking in pairs <input type="checkbox"/> Consider carrying a personnel alarm <input type="checkbox"/> Inform the Churchwarden of any suspicious behaviour or any threats made. <input type="checkbox"/> Park safely and as close the destination as possible. <input type="checkbox"/> Carry a mobile phone on your person

		<input type="checkbox"/> Risk of threat from another person/s	<input type="checkbox"/> Let someone else know where you are going and when you will be back
Staff and volunteers travelling by car or public transport in the course of their work for the church			<input type="checkbox"/> make sure that your car is regularly serviced and has breakdown cover; <input type="checkbox"/> plan your route in advance, have a handy up-to-date map, or use the Sat Nav; <input type="checkbox"/> Keep valuables out of sight in the boot while driving and when locked; <input type="checkbox"/> After dark, park in a well-lit place as close to the destination as possible.