

# **Cromer Church**

## **Lone Working Policy**

The PCC wants to ensure that those working or volunteering on behalf of the church are not exposed to unnecessary risk if working alone. These guidelines apply when staff or volunteers are working alone at the Parish Church, St Martin's, the Parish Hall or when making home visits to people in the parish or attending other meetings or activities away from the Church related to their role.

The guidelines are intended to minimise the risk of problems arising as a result of having to deal with unwelcome or unacceptable behaviour or through allegations being made about conduct in situations where no other persons are present as witnesses. The PCC will carry out a risk assessment and put appropriate control measures in place for any role that requires someone to work alone on a regular basis.

### **Lone working in the Church buildings**

On many occasions there will be more than one person in the Parish Church, St Martin's or the Parish Hall, but there are times where staff or volunteers might find themselves alone, particularly when opening or locking up.

Staff or volunteers who work alone should ensure that:

- They have told someone where they are going and what time they plan to return
- They make contact with that person when their visit is over
- Keys are secured and inaccessible to visitors
- You have a plan to call for back up if you are in a situation alone
- You carry a mobile phone with you at all times so you can call for help if needed
- If meeting someone in an office or meeting room, the seating arrangements allow you to exit the room leaving the person behind

- All windows and doors are secured to prevent unauthorised access so that the environment is as safe as possible
- Doors are only opened to allow entry to expected visitors, and only after they have been positively identified
- You make yourself aware of alternative exits

If you suspect there is an intruder do not put yourself at any unnecessary risk:

- Carry out a visual check of the building from outside to check for an intruder
- If you feel it is safe to do so, carry out an internal inspection
- If an intruder is suspected call the police and ask for back up
- Leave the building and secure the door behind you so the suspected intruder is locked in and wait for back up to arrive
- Do not re-enter the building alone
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### **Visiting people and places who are known to you**

- If you are working alone away from Church premises, you should consider if your visit might present a risk to you. Most visits including home visits are likely to be 'low risk' as most of the people and places will be known to you. However, this is not always the case
- It is good practice always to tell colleagues before you go out on a visit. Tell them where you are going, who you are visiting and the nature and location of your meeting
- Have a 'check-in' plan to let someone know that the meeting has finished and you have arrived safely back at home
- If your plan changes, you should contact a colleague or family member to let them know what is happening and that you are safe. Make sure that you have a mobile phone with you

### **Visiting people and places that are unknown and may present a risk**

If you have any concerns for your safety, then consider whether the visit is necessary. Can you arrange a more public venue? Can you take someone with you? If this is not possible, it is important that a colleague or trusted person knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return

You should also:

- keep your mobile phone on during the meeting so that you can use it quickly in an emergency
- always follow the person into the building and ask that any dogs are removed from the room;
- familiarise yourself with the quickest means of exit
- establish a clear 'personal space' and, if necessary, make it clear what the boundaries are
- ensure that you seat yourself near to the door so you can exit quickly if needed

- **Emergency contacts**

If there is an intruder or you are threatened dial 999, give the address of the Church or the place you are visiting:

- Parish Hall, Church Street, Cromer NR27 9HH
- Parish Church, Church Street, Cromer NR27 9HH
- St Martin's Church, Mill Road, Cromer NR27 0AD
- Ring the Vicar or a Warden or a colleague or a friend

Date of review: March 2021