

The Parish of the Resurrection Alton

Lone Working Policy



The Parish of the Resurrection Alton through the PCC is very aware that there are possible dangers for those who work alone in church and is mindful of its responsibility to care for and protect all its clergy, authorised ministers, employees and volunteers.

On this basis, this policy offers guidance to all those who find themselves working alone in one the churches or halls, or visiting adults who may be vulnerable in their homes (or nursing homes) on behalf of the church.

Working alone in church buildings

1. Lone workers should ensure they know where all exits are situated.
2. Lone workers must ensure that someone knows where they are, what you are doing and for how long you expect to be there. This person would be most likely be a family or household member but if this were not the case it could be a friend or one of the people listed below:

The Parish Office	07865 292401
Revd Andrew Micklefield	01420 88794
Revd Gordon Randall	01420 544597

On leaving the premises, the person you have informed must be made aware.

3. Lone workers must ensure they have a charged mobile phone with them at all times.
4. Lone workers planning to work for an extended period (e.g. beyond half a day), should arrange to make calls at intervals.
5. Ladders (other than a short step ladder) and large power tools should not be used whilst working alone.
6. Lone working should not take place when it is dark outside without locking all doors.
7. Exiting and locking up the church and/or hall after an event is best done with another person present especially if dark.

Visiting adults alone in their homes

Visiting adults, who may be vulnerable, in their homes, is an essential element of many church officers' roles. The Church of England defines a church officer as "anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid." Many parishioners will be well known to the church officer and where there have been no previous concerns the level of risk to the church officer or parishioner during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that a

parishioner may be at risk from a church officer. For these reasons it is very important to ensure that church officers and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to residential homes.

8..A simple thoughtful risk assessment (not written but using the questions below) should always be undertaken for a first visit, whether the person to be visited is known or not

9.. If there are any concerns or risks known, a risk assessment should be undertaken prior to each visit, using the questions below. In these circumstances, careful consideration should be given as to whether the visit is absolutely necessary, or whether it would be better to be accompanied by another adult.

10.A charged mobile phone should always be carried on a home visit.

11.The church officer should tell someone where they are going and when they are expected to return.

12.Wherever possible, the church officer should avoid calling unannounced but by arrangement (this may be a telephone call just before going).

13. If the church officer is not known to the person they are visiting, they should carry identification, photographic, if possible, or a note of introduction from the church.

14.The church officer should always knock on the door before entering a room or home, respecting the person's home and possessions.

15. If appropriate and necessary, the church officer might leave information about how and where they can be contacted (by telephone or email) and a central contact point for the church (The Parish Office details). Unless absolutely necessary they should not give their home address.

16.The church officer should always endeavour to be clear about what behaviour from a vulnerable adult is acceptable and what is not, as well as about the purpose and limitations of any pastoral care / support that they are able to offer.

17.The church officer must never offer 'over-the counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.

18.The church officer should not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations. If someone wants to make a donation to the church, it should be put in an enveloped, marked on the outside as a donation and from the person concerned

19.Where the church officer considers it necessary to refer the person to another agency, they should talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. If it is more appropriate for the vulnerable adult to do so themselves, make sure they have all the information they need and that their contact will be expected. If the church officer is concerned about a person and they do not wish to be referred, they should consult with the Parish or Diocesan Safeguarding Adviser.

20. If the church officer is uncertain about what to do, they should seek advice from the Incumbent, Parish Safeguarding Officer and/or Diocesan Safeguarding Adviser

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APPENDIX: Risk Assessment Checklist for Lone Home Visits

Name of adult to be visited:

Does the adult have a history of violence, or threatening behaviour?

Yes / No / Not known

If yes, please detail below

Is the adult a risk to themselves?

Yes / No / Not known

If yes, please detail below

Does anyone living in the house have a history of violence or threatening behaviour?

Yes / No / Not known

If yes, please detail below

Does anyone who visits the adult have a history of violence or threatening behaviour?

Yes / No / Not known

If yes, please detail below

Does the adult have any vulnerabilities that would make it inappropriate for him/ her to be visited alone (eg by a single male or female?).

Yes / No / Not known

If yes, please detail below

Does the adult have any health problems that may cause unpredictable behaviour?

Yes / No / Not known

If yes, please detail below

Are there any health risks associated with visiting the adult at home? (Examples might be infestation, smoking, intravenous drug use, infectious diseases, dangerous pets?)

Yes / No / Not known

If yes, please detail below

Is the adult's home in a well lit area?

Is there suitable parking nearby, is this well lit?

If known, please state below the best place to park.

Is there easy access to and exit from the home, with more than one exit route and unobstructed doors?

If no, please detail below

Are there any other risk factors or hazards (Including mental health, substance/alcohol mis-use)? If yes, please details below.

Please detail any other information you think is important.