

The Parish of The Sherbornes with Pamber

Guidance for Lone Working

The Parish of Sherbornes with Pamber is committed to the health, safety and well-being of all its clergy, lay staff and volunteers who, in the course of their work and ministry, may have to work alone, and this policy provides a framework for managing the risks presented by lone working, as well as identifying the responsibilities each person has in this situation.

This policy relates to all church personnel who work out in the community and/or in other people's homes, or who work alone in churches or other establishments and are physically isolated from colleagues or family, without access to immediate assistance.

The following guidance is, therefore, intended to reflect good practice in relation to the protection of lone workers, and can also be used by churches to develop their own local procedures.

1. Key Holders: In a church building when there is no church service.

All Key Holders should familiarise themselves with the Risk Assessment for the building they hold a key for. *Note: If you loan your church key to anyone please make sure they have read these guidelines for safer working.*

If you have occasion to enter one of the Parish's churches then please adhere to these guidelines as far as possible.

1. Try to get someone to accompany you. If that is not possible, **ensure someone knows where you are and how long you are likely to be.**
2. Lock the door behind you.
3. Take a mobile phone with you.
4. Do not climb on pews, chairs or ladders unless someone is with you.
5. If there are electrical faults please inform a Warden even if it is a simple trip switch on a fuse board.
6. If any heating system is on please inform a Warden immediately
7. Please report any leaks to a Warden ASAP.
8. Do not attempt to lift heavy items without help

Church Wardens' contact details:

Lynda Harding	01256 851203	Andrew Spence	07885 692691
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Duty Wardens' contact details:

David Cullum	01256 850315	(All Saints' & Pamber Priory)
Val Hayter	01256 851723	(All Saints')
Nick Elphick	01256 851384	(St. Andrew's)
Peter Marrison	01256 850740	(St. Andrew's)
Tim Aslet	01256 851236	(St. Andrew's)

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2. Pastoral Visiting

The PCC is responsible for ensuring that appropriate risk management measures are in place before a home visit is undertaken.

If a member of the Visiting & Support Team are visiting someone for the first time, they should contact the Minister or Churchwardens in advance and may be asked to visit as a pair on the first occasion.

Lone workers should be aware of their responsibilities in ensuring their personal safety when visiting people in their own homes.

- Lone workers should always ensure that someone else, i.e. either the Pastoral Care Overseers and/or colleague/family member, is aware of their movements. Ideally they will put a note on an appropriate Whatsapp Group to say when & where they are arriving and leaving.
- Ideally all staff and volunteers who work in the community and undertake home visits should ensure that they have access to a mobile phone at all times, which is in good working order. Failing this they should ensure someone will contact them at the time they expect to have returned from their visit.
- No staff or volunteers should ever undertake a visit to a child or young person in their home unless another adult is present.
- Lone workers should be alert to any signs of potential danger during a home visit and be prepared to leave immediately if they have any concerns. Confrontation should always be avoided, and lone workers should never assume that violence won't happen, as while there are many home visits made safely every day, personal safety is paramount. Any incidents should be reported to the Pastoral Care Overseers and the Parish Safeguarding Officer as soon as possible.
- Staff and volunteers who undertake home visits should ask the person they are visiting if they can secure any pets they may have which may present a safety risk.
- Where possible, home visits should be conducted in the morning or early afternoon, rather than the evening or late afternoon, in order that lone workers can avoid travelling in the dark, particularly in areas that they don't know, or may feel uncomfortable in. If this is not feasible, consideration should be given to working in pairs.

Keeping Records

- All home visits should be recorded by sending a quick email to **pastoralcare@sherborneswithpamber.org**
- Details of conversations do not need to be shared.
- Prayer requests may be shared if agreed with the person being visited.
- If there are any pastoral concerns these should be included so the Pastoral Care Overseers can ensure adequate support is in place.
- If there are any safeguarding concerns these should be reported to the Parish Safeguarding Officer: **safeguarding@sherborneswithpamber.org**