

Holy Trinity Headington Quarry

Lone Working Policy

For those in the church or churchyard

Try to avoid working alone in the church or churchyard; always get someone to accompany you. If lone working is deemed unavoidable, take the following precautions:

Always carry a mobile phone.

Inform someone of the date and times involved. It is advised to let someone know when you are returning so if you are late, 'alarm bells' can be rung.

Ensure you have unobstructed access to unlocked exits in case of emergency.

If you are concerned about possible criminal behaviour of anyone in church, leave the church and ring 999.

For those visiting people in homes e.g. Pastoral Care Team, Clergy

Carry out a risk assessment before visiting anyone in their home to check that it is safe to visit.

The risk assessment should include the building and surrounding environment and the person being visited. If the risk assessment results seem an unsafe situation, then do not visit but consider referral to an appropriate agency e.g. Social Services, Police, Medical or Safeguarding team.

Plan in advance and document all visits.

Always take a working mobile phone and ensure clear unobstructed access to exits in case of emergency.

Inform someone else of the date and time of the visit and the expected time of return with a time margin for possible delays.

All visitors should be well versed in the Parish and Diocese Safeguarding Policies and have had training given by the safeguarding team.

Document History

This policy is to be reviewed annually

Version	Version date	Author/person responsible	Date reviewed by PCC	Summary of changes
1	November 2021	Dave Smith and Margaret Taylor (wardens)	16.11.21	
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		Margaret Taylor and Janet Masters (wardens)	12.7.23	none
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