



For the Church of England in Lutterworth

# LONE WORKING POLICY

This Lone Policy Statement applies to ALL members of the Ministry Team at St. Mary's Church Lutterworth who as part of their duties as agreed with the Lead Minister or Area Dean visit people within their own home and such visits form of their normal working practices, or to those authorised by the PCC to have access to the church buildings at any time in connection with duties for the Church.

**Rector:** ...Charlie AM Styles...

**Churchwarden:** ...Patricia Dean...

**Churchwarden:** ...Peter Kent...

**Date:** ...Monday 10<sup>th</sup> May 2021...

## WORKING ALONE IN THE BUILDING

1. The PCC (through the Parish Office/Churchwardens/Lead Minister) may grant certain individuals access to the church's buildings e.g. volunteers undertaking administration/maintenance/duties in connection with activities/services (e.g. musicians, flower arrangers etc). It is the responsibility of all such individuals to ensure that if they enter the buildings at a time when no-one else is present, that another individual is aware of their visit.

## HOME VISITING

2. Planned lone home visiting to Vulnerable Adults should always be noted in the record log as set out in 'Good Practice b (ii)' of 'Safeguarding Children, Young People, Vulnerable Adults and Adults'. A factual report of the visit should be documented, with: date, time, person visited, address, purpose of visit to vulnerable adult and any follow-up action. It is to be kept in secure lockup with access only by the Incumbent and Safeguarding Co-ordinator.
3. Should any concerns arise during a time of lone home visiting action should be taken immediately as set out in the Safeguarding Policy.

## UNPLANNED/EMERGENCY HOME VISITING.

4. Where a situation arises and an emergency visit occurs, then these still need to be documented in the record log as set out in the Good Practices b) (ii) of this main document. It should be clearly noted the reason for this immediate lone home visit.

## TIGER CODE

5. Immediately prior to home visiting, always let at least one responsible person from the Church know where the visit/lone working is taking place and the duration expected. A contact mobile telephone number is to be left with that person, along with a 'Tiger Code'
6. Immediately upon completion of the visit the person should report back to the responsible person to confirm that they are 'safe'

## REPORTING CONCERNS

7. In the event that the person who is lone visiting/lone working fails to notify that they have completed their visit/lone working by the agreed time the responsible person should telephone that person. If the visitor/lone worker confirms they are safe and an approximate duration of the extended time stated, then no action is required. However that person **MUST** ensure that they let the responsible person know when that visit/lone working has ended. If the visitor/lone worker are unable to answer their mobile telephone then assume that this person needs urgent help. Notify the Incumbent/Church Wardens immediately, who will take immediate action to ensure the workers safety.
8. If the visitor/lone worker answers their mobile under duress and require help they should where possible let the responsible person know that there is a problem by mentioning their agreed 'Tiger Code'. If possible the responsible person will try and reassure the visitor/lone worker. Immediately following the call the responsible person needs to telephone the Incumbent/Church Wardens. Where the visitor/lone worker has indicated that there is serious risk of harm to themselves or the person that they are working with, the responsible person will dial immediately for the relevant emergency services, before contacting the incumbent/church wardens.