**Two Rivers Mission Community**

**Lone working policy**

Lone working is an everyday practice for clergy and some church workers.

Lone working includes any work activity undertaken in isolation from other workers. Home working, work travel, and working alone in church and in remote locations, such as home visits, could all constitute lone working.

When working alone clergy and church workers:

* Should ensure someone knows where you are and what time you expect to return.
* Should always carry a mobile phone.
* Should be aware of any potential risks and take reasonable steps to mitigate them, including routes to safety if a difficult situation occurs (see appendix 1)
* Should not undertake potentially hazardous tasks e.g. climbing ladders to change a light bulb or climbing the tower steps for maintenance etc.
* Should report any health and safeguarding issues to the team rector, safeguarding officer or warden as appropriate

When undertaking pastoral care on a one to one basis clergy and church workers should abide by the above guidance and additionally:

* Avoid unnecessary touching or gestures of affection.
* Respect personal space and avoid saying anything that could be misinterpreted.
* Not meet with children under the age of 18 unsupervised

Policy adopted on …………………………………………………

Reviewed on………………………………………………

Appendix 1: Steps to be taken if a lone worker is aware of a potential risk:

1. Gather as much information as practically possible and complete a (very) simple risk assessment.

2.Share the risk assessment with a member of the ministry team, warden or pastoral team as appropriate. Decide together whether the activity/visit should go ahead, be accompanied or alternative arrangements made. In the case of a pastoral visit the person should be informed if a second person will be I attendance and verbal consent gained.

3. Keep a record.