



The Church of King Charles the Martyr Potters Bar Lone Worker Policy

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Date of next review: **September 2027**

Signed:

Revd Emma-Jane Wilkinson on behalf of the PCC

2 September 2026

The PCC are 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 the church or hall or visiting adults who may be vulnerable in their homes (or nursing homes) on behalf of the church.

Working alone in church

1. Lone workers should ensure they know where all exits are situated and that, if they wish doors are locked for security and safety reasons whilst they are alone in the building.
2. Lone workers must ensure that someone knows where they are, what they are doing and for how long they expect to be there. This person would be most likely to be a family member but if this were not the case it could be a friend or one of the people listed below.
Phil Townsend Building Committee Chair 07876 691541 buildings@kcm-church.org.uk
Bill Simpson Churchwarden 07721 521431 churchwarden2@kcm-church.org.uk
Helen Schmitz Safeguarding Officer 01707 665579 safeguarding@kcm-church.org.uk
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 when working on the church property.
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 power tools should not be used whilst working alone.
6. Lone working after dark should be considered more of a risk, and all efforts should be taken to undertake visits during day light hours. Where this is not possible someone else should always be informed of where lone worker is going and when they are expected back.
7. Exiting and locking up the church and/or hall after an event should ideally be done by two people, although it is recognised that this is not always possible.

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 risk assessment should always be undertaken for a first visit, whether the person to be visited is known or not (see appendix).
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. Risk assessments should be undertaken periodically in relation to all parishioners visited at home.
11. A written record should be kept of all risk assessments undertaken to assure the person being visited of their safety, and for the safety of the church officer.
12. A charged mobile phone should always be carried on a home visit.
13. The church officer should tell someone where they are going and when they are expected to return. They should also keep a written log of their appointment times and these should be filed with the Pastoral Lead, Judith Reeve.
14. Wherever possible, the church officer should avoid calling unannounced but by arrangement (this may be a telephone call just before going).
15. 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.

16. The church officer should always knock on the door before entering a room or home, respecting the person's home and possessions.
17. 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. Unless absolutely necessary they should not give their home address.
18. 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.
19. The church officer must never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
20. 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 envelope, marked on the outside as a donation, and confirmation of receipt obtained from the church treasurer.
21. 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, the church officer should 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 Diocesan Safeguarding Officer.
22. If the church officer is uncertain about what to do, they should seek advice from the Incumbent, Parish Safeguarding Officer and/or Diocesan Safeguarding Officer.

Further information can be found on the St Albans Diocesan Website
[Lone Working Guidelines - The Diocese of St Albans](#)

APPENDIX: Risk Assessment Checklist for Lone Home Visits

Name of adult to be visited:

1. Does the adult have a history of violence, or threatening behaviour? Yes / No / Not known
If yes, please detail below.
2. Is the adult a risk to themselves? Yes / No / Not known
If yes, please detail below.
3. Does anyone living in the house have a history of violence or threatening behaviour? Yes / No / Not known
If yes, please detail below.
4. Does anyone who visits the adult have a history of violence or threatening behaviour? Yes / No / Not known
If yes, please detail below.
5. Does the adult have any vulnerabilities that would make it inappropriate for him/ her to be visited alone (e.g. by a single male or female?). Yes / No / Not known
If yes, please detail below.
6. Does the adult have any health problems that may cause unpredictable behaviour? Yes / No / Not known
If yes, please detail below.
7. 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.
8. Is the adult's home in a well-lit area? Yes / No / Not known
Please detail below any difficulties you are aware of.
9. Is there suitable parking nearby, is this well-lit? Yes / No / Not known
If known, please state below the best place to park.

10. Is there easy access to and exit from the home, with more than one exit route and unobstructed doors? Yes / No / Not known

If no, please detail below.

11. Are there any other risk factors or hazards (Including mental health, substance/alcohol mis-use)?

Yes / No / Not known

If yes, please detail below.

Please detail any other information you think is important.

Risk assessment completed by:

Role: _____

Signed: _____

Date: _____

- copy given to the Vicar
- copy given to the Parish Safeguarding Officer