



# **LONE WORKING POLICY**

## **Adopted on 18/02/2026/**

### **1. Guidelines for working**

United Church Ferndown wishes to ensure members or staff are not exposed to unnecessary risk if working alone. These guidelines apply when working alone at the Church, or when making home visits to Church members or members of the public or attending other meetings/activities away from the Church premises related to your job. These guidelines have been drawn up to minimise the risk to employees of problems that may arise from seeing members of the public, either through allegations being made or having to deal with unwelcome/unacceptable behaviour.

The Church through your line manager, will make risk assessments of any role that requires an employee to work alone on a regular basis. Training will be provided to help minimise risk to employees.

## **2. Lone working at the Church**

While on many occasions there is more than one person in the building there are times where you may find yourself alone, particularly when opening or locking up.

When working alone you should ensure that:

- The automatic doors are set to 'Night Lock' only and don't allow someone to enter from the outside unless you let them in.
- The keys are secured and inaccessible to visitors.
- Call for back up if anything happens that you do not feel able to deal with alone.
- Carry a mobile phone with you so you can call for help if needed.
- If you are meeting someone in an office/meeting room the seating arrangements allow you to exit the room leaving the person behind.

If you are the last person in the building or responsible for locking up you should ensure that:

- All windows and doors are secured to prevent unauthorised access so that the working environment is as safe as possible.
- Doors are only opened to allow entry to expected visitors or staff after they have been positively identified.
- On leaving the Church premises that windows are closed and doors locked.

If you suspect there is an intruder:

- If you feel it is safe to do so, carry out an internal inspection so far as you can. Do not put yourself at any unnecessary risk.
- Inspect the building externally if that is the safer option.
- If an intruder(s) is suspected call the police.
- Leave the building and secure the door behind you so the suspected intruder is locked in and wait for back up to arrive.
- Do not re-enter the building alone.

## **3. Visiting people and places who are known to you**

If working alone away from the Church premises you should consider if your visit might present a risk to you. Most 'working away from the Church premises' matters including home visits are likely to be 'low risk' as most of the people, places, staff and volunteers are likely to be known to the Church. However, this is not always the case. It is good practice to tell colleagues before you go out on a visit. You should always aim to do the following:

- Inform someone else who you are visiting, the nature and location of the meeting or activity and your estimated time of return.
- If your plan changes you should contact someone to let them know what is happening and that you are safe.
- Make sure that you have a mobile phone with you.

Please refer to the UCF Pastoral Care Policy for a more in depth list of criteria to follow.

#### **4. Visiting people and places that are not known to you and may present a risk**

If you have any concerns for your safety then it is advisable to get another member or friend to accompany you. If this is not possible, it is important that a friend or family member knows your whereabouts, where you are meeting the person, how long you expect to be and when you expect to return.

You should also:-

- Keep your mobile phone on during the meeting so that you can use it quickly in an emergency.
- Always follow the person into the building and familiarise yourself with the quickest means of exit should you need to.
- If there are any dogs you are not familiar with, ask that these be shut away from the meeting area.
- Ensure that you seat yourself near to the door so you can exit quickly if needed.

#### **5. Emergency Contacts**

If there is an intruder or you are threatened dial 999 and give the address of the Church: United Church Ferndown, 505 Wimborne Road East, Ferndown, BH22 9NF.

Emergency Contacts are as follows-

<b>Contact</b>	<b>Mobile number</b>
<b>Darren Pike</b>	<b>07815751803</b>
<b>Melanie Pike</b>	<b>07977912749</b>