



LONE WORKING: PERSONAL SAFETY ON CHURCH PREMISES POLICY.

Baildon Methodist Church / Wesleys takes the safety and security of staff and volunteers on its premises very seriously. This Policy document sets out some good-practice guidance, in recognition that everyone should take steps to contribute to their own safety. **PLEASE TAKE WHATEVER STEPS ARE NECESSARY TO PROTECT YOUR SAFETY: YOU WILL BE SUPPORTED!**

Section 1: Advice and guidance for lead volunteers and staff.

- a) Always put money, bags, and valuables somewhere out of sight and, preferably, secure.**
- b) Please consider locking the external doors if you are in the building on your own.** Generally it is advised that all volunteers and staff should ensure that there is at least one other person in the building. However, it is recognised that lone-working in the building is sometimes necessary and unavoidable, and on such occasions, **the external doors can be locked during the period of being in the building alone** and/or until other people arrive. It is hoped that volunteers and staff will share responsibility for each other's safety and make arrangements with each other to open up together, or stay together until the building is closed and locked up at the end of an activity.
- c) If the doors are locked.....** A bell has been installed at the Binswell Fold entrance. If this rings and someone is seeking access when you are in the building on your own, **you are under no obligation to let them in if you do not know them**, or if anything makes you feel unsafe. **Trust your own instincts.**
- d) If you find an intruder, or face a threatening situation,** do not challenge or chase! Give top priority to your own safety. Leave the building – with the intruder/s in it if necessary - and call the police on 999. Give the best possible description of the intruder/s to the police and wait somewhere safe until assistance arrives.
- e) In case of any other sort of emergency, please phone 999.** There is always one available in Wesleys kitchen when this is open. Otherwise, please make sure that you, or another member of your group, has a personal mobile phone on them.
- f) Subsequently, report any incident to one of the following people:**

Mervyn Flecknoe on 07825 299144	Peter Jackson on 078989 069167
John Sykes on 07443 869468	Allen Pollard on 07840 605307

(Please do not give the above numbers to anyone else other than the emergency services).

Section 2: Additional requirement for paid staff: Mobile phones. All staff should carry with them, or have easy access to a mobile phone whilst working on the premises, to summon help if necessary.

Baildon Leadership Team March 2018