

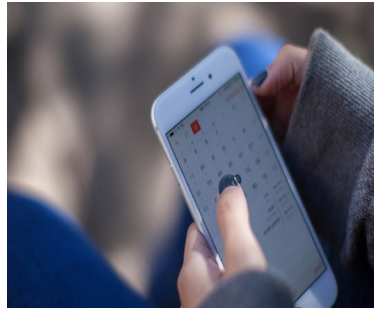
A GUIDE FOR LOCAL PASTORAL MINISTERS WHEN LONE WORKING



One to one contact or lone working with individuals in the context of pastoral ministry can be a regular and uneventful practice. The Diocese of Truro has a duty of care to our LPM's and this guidance is to help all of us think about how to undertake lone working.

FIRST STEP: IS LONE WORKING NECESSARY

Are there ways of organising things so you are not on your own? Is it possible to visit in a pair or to have someone else in the house with you? If not:



Taking care

- Carry out a Personal Safety Risk Assessment (see flow chart)
- Check with colleagues if the person/people you are meeting are known or may present a risk and check the risk assessment for lone working relevant to your activity
- Check your car is road-worthy and has breakdown cover and fuel.
- Check directions before you set off, as sat nav's may lose signal/power.
- Avoid poorly lit or deserted areas and try to meet in a public place such as a café, park or community centre. You do not always have to meet in peoples homes. Take a torch with you if your phone does not have the facility.
- Charge your phone and consider installing a lone working app such as or a tracking app.
- Avoid wearing or carrying items that could be used against you (e.g. scarves, long jewellery, large bags) and if you do use them think about how they are worn to reduce risk (i.e. not wrapping scarves all the way round your neck).
- Wherever possible make prior arrangements to meet rather than meet 'on demand'.

BEFORE YOU HEAD OUT

- Tell someone where you are going, who you are meeting, how long for and what you are doing afterwards.
- Make sure they have your mobile number and you have theirs.
- Give a name, location and contact number for the person you are meeting to a colleague or family member.
- If you know you are going to be in an area with no phone signal, consider agreeing a 'check-in' time with a family member.

WHEN YOU ARRIVE

- Give some thought before you arrive as to what exit strategies you could use if you felt uncomfortable or threatened. As you enter, make a note of how the door opens and closes so that you can leave quickly, if necessary.
- Reverse into your parking space in case you need to exit quickly.
- Conduct your own risk assessment on the door step before you enter. If you feel at all uncomfortable or unsure, make an excuse and leave. Trust your instincts.
- Give the people you are meeting with an idea of how long the meeting will take and try to stick to this.

WHEN YOU FINISH

- Once you are safely away from the meeting let your delegated colleague/family member/friend) know that you have finished.
- Report any incident or near miss as soon as possible.



LONE WORKER FLOW CHART

