

## Church Safeguarding Officers Guide to the local Recruitment and Selection Policy & Guidance Feb 2022

### Recruitment and Selection Policy & Guidance

for

??????? Methodist Church

To be read alongside:

**Safer Recruitment Policy, Procedures and Guidance July 2021** Edition – produced by the Methodist Church

[https://www.methodist.org.uk/media/24635/safer\\_recruitment\\_policy\\_final-july\\_2021.pdf](https://www.methodist.org.uk/media/24635/safer_recruitment_policy_final-july_2021.pdf)

Adopted by the Church Council on ???.???.??



To be reviewed annually.

### Front page:

The bits highlighted in yellow will need editing with your church's specific details.

This District created model policy and guidance does not replace the Connexional Policy but rather adds a local level of understanding. The two should always be considered together.

## Introduction

For most people, the Methodist Church is a safe place free of any form of physical, emotional, spiritual, sexual or psychological danger. It is a place where children, young people and vulnerable adults are free from harm, discrimination and other harmful influences.

Sadly, for some members of the Church family, their experience has been of not being safe and this broken trust has left them physically and/or psychologically harmed. This Safer Recruitment Policy makes explicit our Church's commitment to establishing a worshipping and serving community that welcomes and is safe for all.

This policy sets out the necessary actions that the Church needs to implement in its recruitment and selection procedures in order to identify and deter people who are a potential risk to children or vulnerable adults.

Safer Recruitment is more than the undertaking of Disclosure and Barring Service (DBS) checks. It is about promoting and exercising a safe culture including the supervision and oversight of those who work with children and vulnerable adults.

However, even the most robust selection and recruitment policy and procedures cannot eliminate every risk to children, young people and vulnerable adults. That is why safeguarding is everyone's responsibility. We must make it as difficult as possible for abusers to obtain access to children, young people and vulnerable adults. It is for this reason that once an individual is appointed, whether paid or unpaid, effective oversight arrangements are in place to monitor and respond to any concerns that emerge. I commend these procedures to you.

## Responsibilities for Safer Recruitment in the Methodist Church

The Constitutional Practice and Discipline of the Methodist Church sets out how Church Councils hold ultimate responsibility for safeguarding including safer recruitment of all volunteers and employees in their environments. All churches are required to have their own safeguarding policy, which includes a commitment to implementing safer recruitment practices. It is part of the role of safeguarding officers, acting on behalf of each of those bodies, to promote and support safe recruitment.

If ???? Methodist Church intends to employ someone in a specific role then then we agree to follow the guidance in the Connexional Recruitment Policy.

??? Methodist Church commit to following the '12 Steps to Safer Recruitment', as outlined below when recruiting volunteers or lay employees, as a means of ensuring that recruitment decisions are made with care and particular reference to the protection of children and vulnerable adults.

- **Introduction**
- **Responsibilities for Safer recruitment in the Methodist Church**  
(Pg 2)

I've simply cut and pasted from the Connexional safer Recruitment policy.

### The Twelve Steps to Safer Recruitment

Volunteer Roles	
Step 1	Produce an up-to-date recruitment and selection policy that describes the process. This document fulfils this requirement.
Step 2	Ensure there is a Safeguarding policy, which is reviewed annually and includes a commitment to safer recruitment. ***** Methodist Church has already <a href="#">has</a> a Safeguarding Policy in place, last reviewed on ??..??..??
Step 3	Create a Role outline for a volunteer post or a role description and person specification for a paid post. Advice should be sort from the Church Safeguarding Officer in regards to whether a role will require a Criminal records Check. Your Safeguarding Officer also has the template that should be used to ensure best practise.
Step 4	Advertise the role in a manner appropriate to the vacancy
Step 5	Produce an information pack. Please consult with your Church Safeguarding Officer. This should include
Step 6	Consider each application fairly and carefully.
Step 7	Carry out appropriate checks is required.
Step 8	If you need to short list candidates then make sure they are treated fairly.
Step 9	Conduct face to face interviews or discussions based on an objective assessment of the candidate's ability to meet the person specification, job description or role outline
Step 10	Ensure that all specific questions designed to gain required information about each candidate's suitability are asked.
Step 11	Select a preferred candidate based upon their suitability for the role.
Step 12	Contact both the successful and the unsuccessful candidates.

### The 12 steps to Safer Recruitment (pg 3)

There are 2 types of recruitment processes that normally take place in a church:

1. Employing a Lay Worker
2. Recruiting a volunteer

If you are employing someone the 12 steps still apply but there is a District officer, Andrew Crawford, who will provide formal help and assistance to fulfil legal requirements. The Connexional policy will also provide more help and information.

Most churches will be more concerned with recruiting volunteers which is much less formal but just as important. This local, model policy is designed to help group leaders recruit volunteers.

## Additional Guidance

### Step 3 – Role Outline

On page 8 you will find a form template for a Volunteer Role Outline. This becomes the document groups can use when advertising their role. It contains all the information a person needs to make an informed choice as to whether a role is right for them.

The Group Leaders should start adding in their information before passing onto the Church Safeguarding Officer, who will add more information. Lastly the form should be shared with the Church Council or Trustees who will add in the final information and formally approving the role.

The Role Outline can then be used repeatedly. Group leaders should review the form annually.

Section	To be completed by
Role Title	The Group Leader
Role Outline	
Report to / supported by	
Times of Work	
Safeguarding Training	Church Safeguarding Officer
DBS	Church Council or Trustees
Duration of appointment	
Expenses	
Accountability	

If you would like an electronic copy of the template please look on the Sheffield Methodist District website – Safeguarding – Safer Recruitment.

### Unconscious Bias

Unconscious bias occurs when occurring people favour others who look like them and/or share their values. For example, a person may be drawn to someone with a similar educational background, from the same area, or who is the same colour or ethnicity as them.

When writing a job description / person specification/ role outline for an established role, which has become vacant, take a step back from the existing staff member or volunteer and depersonalise the process. It is all too easy to characterise the position in terms of a particular individual's age, education and qualifications.'

The focus should be on being 'as factual as possible about requirements, steering away from the subjective'. The job description / role outline should be based on: the tasks and activities that the role is required to undertake daily, weekly, monthly and annually. It sets the expectations for the candidate to select and deselect themselves solely based on those facts.

### Step 4 – Advertising

Even volunteer roles should be advertised in a manner appropriate to the vacancy. This will ensure that suitable parties have a fair opportunity to come forward and will know who to speak to if they

## Additional Guidance (Pg 4)

### DBS Checks

If you use the template I have provided them, as Church Safeguarding Officers, you will need to add in the level of Safeguarding Training the role will require and whether the role requires a DBS check. If the role does require a DBS check I suggest you add in the most appropriate Job Role.

The person completing the DBS check will be given a list of options. If you can tell them which job title is most appropriate it will save them time and reduce the risk of the wrong check being carried out.

These are the job roles available for volunteers, some are easy to identify:

Charity Trustee
Church Administrator
Church Bus Driver Volunteer
Church Bus Driver volunteer (Regulated Activity)
Church or Circuit Safeguarding Officer (Volunteer Reg Activity)
Church or Circuit Safeguarding Officer (Volunteer)
Local Preacher or Worship Leader
Local Preacher or Worship Leader (Regulated Activity)
Premises Worker or Caretaker specified place (vol)

Some are not so easy to work out:

Child and YP (non-regulated) and Adult (Regulated) volunteer
Child and YP (Regulated) and Adult (Non-regulated) volunteer
Children Young People Church Volunteer
Children Young People Church Volunteer (Regulated Activity)
Children Young People Vulnerable Adults Vol (Reg Activity)
Children Young People Vulnerable Adults Volunteer
Vulnerable Adults Volunteer
Vulnerable Adults volunteer (Regulated Activity)

The following information will help you work out which job is the right one.

## Regulated Activity

### What is Regulated Activity?

In a nutshell, Regulated Activity is work that a barred person must not do. It is the term used to describe certain functions that are carried out by an individual as part of their role that would require them to have an Enhanced DBS Check with a check against the relevant barred lists.

The barred list(s) check they would need would differ depending on whether the individual is working with children, vulnerable adults or both.

### How do I know if somebody is carrying out Regulated Activity with Children?

To establish whether or not an individual is engaging in Regulated Activity with Children, you have to take into consideration two factors;

1. The role – Unsupervised teaching, training, instruction, care or supervision of children.
2. The setting – If they are not performing one of the roles above, they may be carrying out an ancillary role within a specified setting. This includes positions such as a Cleaner in a School or Admin staff in a Nursery. Other specified settings include Children's Detention Centres, Children's Homes and Childcare Premises.

If they meet the criteria above, they will be eligible for an Enhanced DBS Check with a Child's Barred List check if they:

- Are performing this role more than 3 times in a 30-day period
- Could have contact with children within the establishment
- Work there for the purpose of the establishment
- Are not employed on a temporary basis
- Are not in a supervised volunteer role

### How do I know if somebody is carrying out Regulated Activity with Adults?

Unlike Regulated Activity with Children, Regulated Activity with Adults focuses on the specific activities that are provided to an adult that requires them, rather than the setting in which a specific activity is taking place.

For example, any individual that provides personal care to an adult will be engaging in Regulated Activity irrespective of whether that occurs in a hospital, a care home, a prison or in sheltered housing.

There are SIX categories that define Regulated Activity with Adults:

1. Providing Health Care to an adult including palliative care, psychotherapy, and counselling
2. Providing Personal Care to an adult in the form of feeding, washing or toileting etc.
3. Providing Social Work to an adult in connection with health services or social services
4. Conveying an adult to or from Health Care, Personal Care, or Social Work appointments
5. Assisting an adult in the conduct of their own affairs under a formal appointment
6. Assisting an adult with general household matters such as managing cash, paying bills or shopping on their behalf.

For both RA with Adults and RA with Children, any activity that is carried out in the course of family relationships and personal, non-commercial relationships is not classed as Regulated Activity.

Pages 18 & 19 in the Connexional Safer recruitment policy provides examples of church roles that may or may not require an enhanced DBS.

The table on the following page also suggests a list of roles which are described as Regulated.

If you are in any doubt always air on the side of caution and go for a higher-level check.

### Ministers

All Methodist ministers including:

- ordained presbyters and deacons,
- those candidating for the ministry,
- probationer presbyters and deacons,
- all supernumerary presbyters and deacons **still capable** of a preaching or pastoral ministry.

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### Work with children

- Youth workers;
- Children's workers;
- Managers of youth and children's workers in GROUP 1 (Regulated Activity) roles,
- Music leader where the choir/music group is mainly with children or young people;
- Steward when the role includes supervision of children or young people under the age of 18;
- Drivers of young people or children where the driving is organised by the church.

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### Work with Adults who are vulnerable

This includes:

- pastoral visitors where the role includes direct feeding, physical care, or assistance with financial matters;
- driving (organised by the church) to medical or social care appointments

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### Managers (Regulated Activity)

Those who manage workers who undertake Regulated Activity with children or adults who are vulnerable, for example:

- Sunday School Superintendent
- the manager of a luncheon provision for adults with serious physical disabilities where help with feeding is required

## Safeguarding Training

When it comes to deciding who needs to complete which module of safeguarding training things become simpler.

Please see the [Safeguarding Polices, Procedures and Guidance 2021](#) pages 143 to 146 for full details:

[https://www.methodist.org.uk/media/24067/safeguarding\\_policy\\_procedures\\_and\\_guidance\\_for\\_the\\_methodist\\_church\\_oct\\_2021docx.pdf](https://www.methodist.org.uk/media/24067/safeguarding_policy_procedures_and_guidance_for_the_methodist_church_oct_2021docx.pdf)

## Safeguarding Training Attendance List: Foundation 2020 Edition

Core List (church level) – Required Attendance

- lay employees and volunteer workers with pastoral responsibility
- pastoral visitors
- anyone working with children in the name of the church
- anyone working in activities targeted at adults who are vulnerable (e.g. luncheon club for the housebound)
- church stewards
- church safeguarding representatives
- choir/music group/drama leaders – where there are children or vulnerable adults in the group.
- young Leaders (ages 16-18)

### Warmly invited but not mandatory

- evangelism/mission enablers
- [...] leaders of other groups or organisations that regularly hire or use Methodist premises for work with children and vulnerable adults but do not have access to safeguarding training elsewhere and do not have their own safeguarding policy.
- remaining Choir/music group/drama leaders
- any other group leaders within the church, who may have adults who are vulnerable within their group.
- property stewards and other keyholders
- caretakers
- church/circuit meeting secretaries
- church/circuit/district administrators

## Advanced Module 2019 Edition (Formerly Leadership Module)

Core List (church level) – Required Attendance

- safeguarding officer - Church
- those who are in paid employment or a voluntary role which includes leadership within the Methodist Church, involving direct work with children, young people or vulnerable adults
- those in recognised roles involving pioneering, fresh expressions or evangelism
- mentors for the Youth Participation Scheme

are interested. This could be on the church noticeboard, via a bulletin, online or highlighted during verbal notices at a service.

**Step 5 – Information Pack**

As a minimum the Information Pack should contain:

- Church Safeguarding Policy
- Safeguarding Declaration
- Role Outline (created in step 3)

Your Church Safeguarding Officer will be able to advise if additional forms are required, such as:

- Application Forms
- Key Holder Declaration
- Lone Worker Policy

**Step 6 – Shortlisting**

Scrutinise each application carefully and fairly with reference to the criteria for the role before carrying out interviews or discussions with candidates.

**The Importance of Selection and Screening**

Every year thousands of people volunteer. Almost without exception these volunteers are keen to give up their time and efforts simply because it helps others. However, just because most volunteers act altruistically doesn't mean that volunteers don't need to be screened.

Lack of care in accepting volunteers can lead to dissatisfaction and disappointment for both the volunteer and your organisation. In a very small number of cases, lack of care in selection could lead to serious danger for service users.

Good selection procedures recognise that the vast majority of volunteers deserve our best efforts to find suitable opportunities for them while also protecting vulnerable people.

**Successful First Contact with Volunteers**

Once you've started advertising your opportunities, you'll start receiving responses from volunteers. How you respond to those enquiries is essential.

From the volunteer's point of view, they're offering you a gift – their time for nothing – so if you're slow to respond, unenthusiastic or unwelcoming you risk seeming ungrateful.

**Top tips for responding to volunteer queries**

- You need to respond quickly to any expression of interest from a volunteer. If there is a delay in response, apologise and explain why you didn't reply immediately.
- Initial contact needs to be friendly, welcoming and enthusiastic.

**Step 5: Information Pack**

It is the Church Safeguarding Officers responsibility to make copies and keep any and all Safeguarding Form relating to Safer Recruitment.

Therefore, by asking Group Leaders to speak to you for advice on which forms are required you will better understand which groups are running in your church and who should be passing over the paperwork for safe storage and retention.

These are the forms used in safeguarding. The first 3 apply to any role and then you have some forms that will only be needed for specific roles:

Mandatory	
Church Safeguarding Policy	Specific to your church
Role Outline (step 3)	Specific to your church and role
Safeguarding Declaration	There are 4 Declarations Forms to choose from. The <a href="#">Connexional Policy</a> provides clear information about the 4 options on pages 11 & 12 You can also access the information and forms straight from the <a href="#">Methodist Church website</a> or by going to: <a href="https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/">https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/confidential-safeguarding-declarations/</a>  Please note SD/3 Safeguarding self-declaration for Methodist Council members is only used at Connexional Level.

Optional depending on the role	
Volunteer with Vulnerable Groups – Form A	Form A Part 1 & 2 should be completed by all parties volunteering to work with children, young people and vulnerable adults.  The forms can be found on the <a href="#">Methodist Church website</a> or by going to:



	<p><a href="https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/">https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/volunteer-with-vulnerable-groups-form-a/</a></p> <ul style="list-style-type: none"> <li>• Form A Part 1 is the Registration Form with the Privacy Notice</li> <li>• Form A Part 2 is the Volunteer agreement which includes the role outline.</li> </ul>
Key Holder Declaration – Form D	<p>The Methodist Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role. Before the keys can be issued the key holder is asked to sign the declaration and acknowledge the conditions of issue.</p> <p>The form can be found <a href="#">here</a> or by going to:  <a href="https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/">https://www.methodist.org.uk/safeguarding/safer-recruitment-including-dbspvg-ddc-forms-policy-and-guidance-documents/forms/key-holder-declaration-form-d/</a></p> <p>If you someone has a key then they may access the building on their own so there should be a discussion around Lone Working.</p> <p>The Methodist Church recognise that a number of lay employees may work alone and so the Lay Employees Stakeholders Group has produced some guidance to assist employers and lay employees in how best to assess the risks; manage lone working arrangements and fulfil their responsibilities to work safely.</p> <p>These guidelines should be discussed locally so that appropriate arrangements are put in place and then reviewed on a regular basis.</p> <p>The guidance can be accessed by clicking <a href="#">here</a> or by going to:  <a href="https://www.methodist.org.uk/for-churches/employees-and-volunteers/lay-employment-resource/8-key-policies-and-guidance-documents/lone-working/downloadable-templates-lone-working-risk-assessment-and-guidelines/">https://www.methodist.org.uk/for-churches/employees-and-volunteers/lay-employment-resource/8-key-policies-and-guidance-documents/lone-working/downloadable-templates-lone-working-risk-assessment-and-guidelines/</a></p>

	<p>On page 12 of this guide you will find a simplified version of a Lone Worker Policy if that would be more appropriate. Please edit it to reflect the individual nature of your church.</p>
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- The person responding to volunteers needs to be well informed, approachable, able to answer questions and prepared to tell volunteers what will happen next.
- Answer all volunteer questions fully and give volunteers all the information they need to make an informed decision. Your goal is to give the volunteers the opportunity to get involved or move on if the role is not right for them. It may be best to do this in person or over the telephone rather than sending written information so that volunteers will have the opportunity to ask questions.
- Explain any screening and selection procedures (e.g. references or DBS checks) what is involved, what information will be needed and why you need to screen volunteers.

#### Step 7 – Appropriate Checks

If the role requires Safeguarding training it would be good appropriate to liaise with the Church Safeguarding Officer to check if the candidate has done training in the past 4 years. If they haven't this is something volunteers should be made aware of BEFORE taking up the role.

#### Step 8 – Treating People Fairly

If several people come are shortlisted for a post its important that all are treated fairly and with respect. If you have a candidate who is visually impaired for example, you will need to consider how you will supply them with the same letters or other necessary information.

The Methodist Church is committed to providing equality of opportunity to all persons when developing, co-ordinating and supporting volunteering. Although there is no statutory obligation under equality legislation we recognise a clear moral obligation to promote fairness and equality in volunteering and value all individuals and their diverse & unique identity and backgrounds.

#### Step 9 & 10– Face to face interviews or discussions

There is a temptation to simply accept a volunteer because they have come forwards and a role desperately needs filling. Its important however, that an honest conversation takes place so that expectations and be shared and any protentional issues identified. Having a conversation before starting a role can prevent much frustration and bad feelings in the future.

For example, imagine your church is looking for new Service Stewards. Someone perfect comes forwards and they are quickly nominated and approved. As the Senior Steward you notice after several months that the new person never offers to cover funerals, and other stewards start to complain that they are doing more than their fair share. You speak to the new Steward about this and at this point they tell you they care for their grandchild 5 days a week and are never available apart from weekends.

If this issue had been identified and explored prior to them being appointed their availability would never have been an issue.

#### Step 12 – Next steps

Once the successful candidate has been chosen they need to complete any outstanding paperwork in their Information pack. For the majority of people this means obtaining a DBS check if the role requires one.

## Step 7 – Appropriate Checks

In step 7, I suggest group leaders should liaise with the Church Safeguarding Officer regarding training.

We have already covered training on pages 6 & 7 of this document.

Part of the role of the Church Safeguarding Officer is to:

- *identify and inform those who are required to attend safeguarding training and maintain records of attendance.*

When a group leader comes to you to check about training is would be advisable to make a note of the following so you know who to contact in the future:

- Role
- Group
- Group Leader

## Step 12 – Next Steps

This is the time when a DBS check needs completing if a volunteer role requires one. The local church policy, on page 7, needs editing with the names of people who could do the checks for your church.

Some churches will have the ability to carry out checks themselves and some will need to rely on people who have access to the circuit account.

The following people currently have permission to complete checks in the Trinity circuit:

**PLEASE CONTACT ALISON HILL FOR AN UP TO DATE LIST FOR YOUR CIRCUIT**

The following people are able to complete DBS check for this church and others in the circuit:

- 
- 
- 
- 
- 

Appointing someone safely is a crucial part of protecting children, young people and adults who are vulnerable within our churches. Even more important is creating a culture of safety and the embedding of that culture in all our practices. Safer working protects everyone in our churches. Once the APPLICANT has been safely appointed, the group leader should provide / facilitate:

- support
- induction
- training in the role and in safeguarding including the requirement to report any concern
- reviews, building in periodic feedback from children, young people or adults with whom the APPLICANT now works
- clear boundaries for the role and guidance about unanticipated contact outside the work role.
- oversight, supervision
- information about who s/he is accountable to and whom s/he is accountable for.

#### Saying no

You don't have to involve every volunteer who expresses an interest in getting involved. You may not have space for a prospective volunteer or there may be a good reason why you think they would not be suitable for the role.

If you don't want to welcome an interested volunteer, it may be tempting just to avoid the issue and hope that the volunteer will lose interest. Tempting as it may be, this gives a bad image of your organisation and of volunteering in general.

The best way forward when it comes to saying no is to let the volunteer know about your decision promptly and explain why.

Let them know that you appreciate their offer and be as honest as you can about why they aren't suitable for the role. It's important to handle this sensitively. Think of how upsetting it is to be rejected after a job interview and how much upsetting it would be if you were offering to work for no pay.

If possible, suggest another organisation that might be more suitable. You can also refer them to us for support in finding a more suitable role.

If you require more information about Recruiting Safely or if you have any concerns please contact Alison Hill, District Safeguarding Officer:

Call 07483 362 735 or email [safeguarding@sheffieldmethodist.org](mailto:safeguarding@sheffieldmethodist.org)

You can leave the group leader to liaise with someone about the DBS check but once the volunteer has received their certificate you will need to record the Date of Issue so you will be able to prompt group leaders in 5 years' time when the check will need reviewing.

The circuit will receive a confirmation email with the date of issue on. If you are able to get a copy of this email then you won't need to ask the volunteer to show you their certificate.

If you have a large number of volunteers and DBS checks are done through a circuit account I advise you to speak to your Superintendent who can advise and guide you further.

As always if you are having any issues or need help or guidance please email me and I will get back to you.

Thank you for the important part you play In Safer Recruitment.

Alison Hill  
Sheffield District Safeguarding Officer

## **Lone Working Policy for Volunteers**

..... Methodist Church is committed to providing a safe environment for volunteers. This policy lays out the responsibilities with regard to working alone in the building or grounds. The risk assessment is to be reviewed annually or more frequently if there is any incident involving someone working alone.

### **Introduction**

At times, many church volunteers will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that the Church does not have the structure associated with a large business, its aims to be a good employer, concerned about the safety of employees including volunteers.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees and volunteers have responsibilities to take reasonable care of themselves and other people affected by their work.

### **Aims of the Policy**

The aim of the policy is to:

- Increase volunteer's awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate support is available to volunteers that equips them to recognise risk and provides practical advice on safety when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to volunteers related to lone working.

### **Church council's responsibilities**

- Identify staff and volunteers who are lone workers.
- Inform staff and volunteers of their responsibilities under the Lone Working Policy.
- Ensure all new staff and volunteers are aware of Lone Working protocols.
- Ensure that a risk assessment has been completed and documented and is regularly reviewed. A formal Risk Assessment is needed for lay workers and Presbyters.
- Put procedures in place which are designed to eliminate or reduce the risks associated with Lone Working
- Define limits of what cannot be done while working alone
- Ensure that staff and volunteers identified as being at risk are given appropriate information, instruction and training.

### **Staff and Volunteer Responsibilities**

- It is the responsibility of all volunteers to take care of themselves.
- They should never knowingly put themselves at risk.
- Ensure they read, understand and comply with the Lone Working policy.
- Participate in the risk assessment process to reduce the risk associated with lone working. Any incidents should be recorded in the accident book kept in the office.

### **Good Practice for Lone Workers**

- All employees and volunteers leaving the workplace (or home) to undertake work-related tasks alone should consider leaving details of where they are going and their estimated time of arrival back at base.
- When arranging one-to-one meetings, employees and volunteers should consider whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity.
- Lone workers should have access to adequate first-aid facilities.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.

### **Risk Assessments**

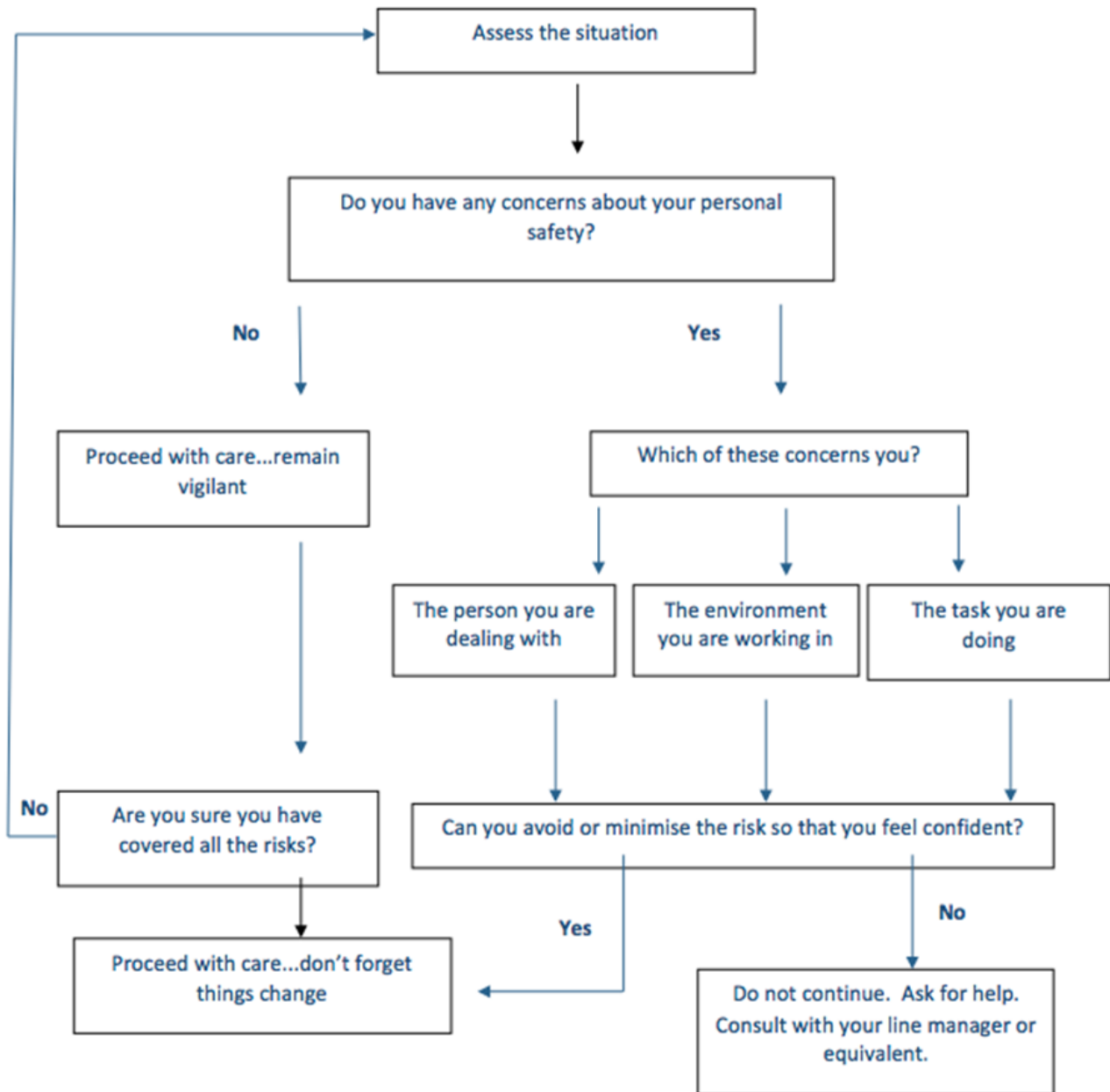
The current risk assessment follows, and forms part of this policy.

For reviewing the lone working risk assessment, the following questions will be considered:

- Is it necessary for the individual to work alone?
- Does the workplace or task present a special risk to the lone worker?
- Is there a safe means of entry and exit?
- Is there any cash or valuables on the premises?
- Do lone workers have knowledge of the hazards and risks to which they are possibly being exposed?
- Do lone workers know what to do if something goes wrong?
- Does someone else know the whereabouts of the lone workers and what they are doing?
- Are there adequate channels of communication in an emergency?
- Is the person medically fit and suitable to work alone?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is any known risk attached to a home visit?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?

## Lone Working Risk Assessment

Use this to assess your environment, and your working practices, as well as for an instant assessment of a situation.



*From Personal Safety at Work, Suzy Lamplugh Trust 2006, revised 2008*