



THE GATEWAY
CHURCH



Lone Worker Policy

Many workers find themselves working alone in their workplace (or elsewhere) for some or all of their working day. It is important that such lone workers make adequate arrangements to ensure that they are safe at all times, especially when they visit clients or when clients visit them.

It is an important safety aspect to ensure that other people are aware of their meetings, whom they will meet as well as when and where.

The Gateway Church suggests that each lone worker takes part in a “buddy” system where they contact someone about who they are meeting and at what times. Where possible arrange meetings when you know there are others in the building.

Lone workers should be careful not to tell anyone that they are alone in the workplace. This applies to people who contact by telephone and e-mail as well as visitors.

The project recommends the following advice (from the Suzy Lamplugh Trust) to lone workers:

- P – Plan to meet first time visitors in a busy public place, rather than your workplace, if possible.
- L - Log in your visitors with a buddy and phone them after your visitor has left to let them know you are safe.
- A - Avoid situations which could be difficult.
- N - Never assume it won't happen to you.

However the Elders in the church realise that there are situations when people pop into the office for help and the worker is alone. First assess the situation and where possible ask them to return when you know someone else is in the building.

In the case of going to people's homes where possible go in twos.

Please discuss any issues or concerns with the lead elder at the earliest opportunity