

Lone Working Safeguarding Policy

At St Nicholas' Church we are committed to promoting a safer church for children, young people and vulnerable adults. This policy has been devised alongside the safeguarding guidance of the Church of England, including the House of Bishops' safeguarding guidance and Code of Safer Working Practice.

Definition of Lone Working

For the purposes of safeguarding, lone working includes:

- An adult being alone with one or more children or young people under 18.
- An adult being alone with one or more vulnerable adults.
- One-to-one online contact, including messaging, video calls or social media communication.
- Situations before, during or after church activities, including offering lifts home or home visiting.

Our Principles

- The safety and wellbeing of children, young people and vulnerable adults is paramount.
- Lone working should be avoided wherever possible.
- Church workers and volunteers should work in an open and transparent way which protects both those being supported and the adult involved.
- All Church workers and volunteers are expected to follow safer working practices and safeguarding procedures at all times.

Good Practice

Where lone working cannot reasonably be avoided:

- A risk assessment should be considered in advance.
- Parents, carers or relevant family members should be informed where appropriate.
- Meetings should take place in visible or public settings wherever possible.
- Rooms should have windows or open doors where appropriate.
- Another responsible person should know where the meeting is taking place and when it will end.
- Online communication should use approved church communication methods where possible.
- Communication with children and young people should normally include parents/carers or another trusted adult.
- Physical contact should always be appropriate, necessary and proportionate.
- Any safeguarding concern, allegation, accident or incident must be reported promptly to the Parish Safeguarding Officer.

Transport and Lifts

- Lone transport of children or vulnerable adults should be avoided unless agreed in advance and considered necessary.
- Consent from parents/carers should be obtained for children and young people.
- Seatbelts must be worn and drivers must hold appropriate insurance and licences.

Home Visits

- Home visits involving vulnerable adults should, where possible, be planned and recorded.
- Consideration should be given to whether another person should accompany the visitor.
- Church workers and volunteers should withdraw immediately if they feel unsafe and report any concerns.

Responding to Concerns

Any concerns arising from lone working situations must be reported immediately to the Parish Safeguarding Officer or, if necessary, to the Diocesan Safeguarding Team.

The above guidance does not apply to someone who works on their own (e.g. a cleaner working alone in the church building). 'Lone working' from a **health and safety perspective** may still be of concern to the PCC, but it is not a safeguarding concern.

Review

This policy will be reviewed every two years by the PCC as part of the church's safeguarding responsibilities.

Approved by the PCC of St Nicholas' Church: 20th May 2026

Next review: May 2028



Reverend Tim Mitchell | Priest in Charge
Chair of the PCC

Michelle Ralph | Parish Safeguarding Officer

Based on the Church of England's safeguarding guidance regarding lone working, found in:

[Safer Environment and Activities](#). Especially pages 8-9, 17, 18, 21, 23-24, 28 and 34.

For more Safeguarding policies from the Church of England:

[Safeguarding: A safer church | The Church of England](#)