

# The Parish of The Sherbornes with Pamber

## Guidance for Lone Working in church

### Safeguarding - For Church Key Holders

**Lone Working - At church when there is no church service.**

*Note: If you loan your church key to anyone please make sure they have read these guidelines for safer working.*

If you have occasion to enter one of the Parish's churches then please adhere to these guidelines as far as possible.

1. Endeavour to get someone to accompany you. If that is not possible, **ensure someone knows where you are and how long you are likely to be.**
2. Lock the door behind you.
3. Take a mobile phone with you.
4. Do not climb on pews, chairs or ladders unless someone is with you.
5. If there are electrical faults please inform a Warden even if it is a simple trip switch on a fuse board.
6. If any heating system is on please inform a Warden immediately
7. Please report any leaks to a Warden ASAP.
8. Do not attempt to lift heavy items without help

Church Wardens' contact details:

|               |              |
|---------------|--------------|
| Lynda Harding | 01256 851203 |
| Andrew Spence | 07885 692691 |

Assistant Wardens' contact details:

|              |              |                              |
|--------------|--------------|------------------------------|
| David Cullum | 01256 850315 | (All Saints & Pamber Priory) |
| Val Hayter   | 01256 851723 | (All Saints)                 |
| Nick Elphick | 01256 851384 | (St. Andrews)                |

Other contact details can be found on Church Builder.

Signed on behalf of PCC .....

Andrew Spence

PCC Secretary

Date:

Version 1: Accepted by the PCC – May 22<sup>nd</sup> 2020

Version 2: Accepted by the PCC – November 21<sup>st</sup> 2022

