

# The Memorial Community Church

## Lone working policy

The Memorial Community Church is committed to the safety of everyone who is visiting, volunteering or working in the buildings of the Church.

The church recognises that our buildings are vast and complex and were not designed for the needs to the twenty first century.

The church and is committed to upgrading the buildings in order to make them safer and more appropriate. This includes the provision of CCTV and better lighting in and around the building.

When someone is entering the building believing they are the only person present they are required to do the following things.

1. Make sure external doors have closed and locked behind them.
2. Make sure their mobile phone is charged and switched on.
3. If they do meet someone they don't recognise, firmly, quietly and kindly ask who they are and what they are doing there.
4. If there is a cause for concern this should be reported to the buildings manager at the first reasonable opportunity.
5. If they feel threatened they should leave the building at once and call the police.

In the unlikely event that damage or signs of a break in are discovered it is not the responsibility of that individual to investigate what has happened. They should do the following things.

1. Call the buildings manager or an officer of the church.
2. Take photographs of the damage.
3. Refrain from repairing or clearing up the damage until permission is given.
4. If it is appropriate, call the police and ask for a crime number.