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### **Lone Working Policy**

This policy applies to all employed staff, and to all volunteer workers of the Community Centre @ Christ Church. It is also relevant to any users who may be alone in the CC @ CC premises.

There will be times when staff or volunteers will be alone in the Community Centre @ Christ Church. If you have any concerns about being alone in the building, please discuss the matter with the Community Centre Development Manager so that those concerns can be addressed.

If you are to be working alone at the Community Centre, it is the Community Centre @ Christ Church's policy that you adopt a safe working approach. In particular

1. Make sure someone is aware of your coming to the Community Centre @ Christ Church and let them know an expected time for your return.
2. Always carry a mobile phone with you at all times
3. If you are the only person in the building check that all external doors are locked.
4. If there is a disturbance of any description, inside or out, which makes you feel unsafe, then:
  - Contact the police by dialing: 999 or 112
  - Record the incident with the crime number, on an 'Incident Form' at the earliest opportunity.

If you are uneasy at the situation, but do not think that it merits contacting the police, then ring the Community Centre Development Manager on: 07582 305760

**Keep yourself Safe - Do not put yourself at Risk**