

**St Matthew's Church
The Parish of Edgeley and Cheadle Heath**



Risk Assessment For:	Pastoral Team / Home Communion
Assessment signed off by (Warden):	
Assessment signed off by (Clergy):	
Assessment carried out by (H&S):	
Assessment Date:	
Review Due:	

St. Matthew's has a duty of care to look after all its volunteers as far as is reasonably possible, and this extends beyond church boundaries if you are visiting on behalf of the church as part of the Pastoral Care Team or to give Home Communion.

These visits are distinct from personal friendships, and the law will see you as a "lone worker"

The intent behind this document is to help us think constructively about risks and share good practice. Not to cause alarm or obstruct normal relationships

	Heading	Who might be harmed, how – for discussion	What we are already doing	Possible future actions - for discussion	Lead	Deadline	Done
	Before the Visit						
1	Who can do Pastoral Work?		The clergy invite people with appropriate skills to join the Pastoral Team and do visits on behalf of St. Matthews. Their names are forwarded to the PCC for approval and are noted in the H&S policy				
2	Who can give Home Communion?		People are put forward to the PCC for licensing and their names are noted in the H&S				

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			policy				
3	Who would like a visit?		<p>The Clergy / Pastoral Care Team Leader:</p> <ul style="list-style-type: none"> - Follow up anyone unexpectedly missing from church - Ask the congregation to mention anyone who would like a visit - Periodically review the electoral roll and take responsibility for making contact 	<p>Discuss follow up of non-congregation families after bereavements</p> <p>Discuss pre-baptism and pre-marriage visits</p>		Julie Johnson and pastoral team hope to action asap.	
4	Risk Assessment		All people involved with pastoral work or home communion must read and sign this risk assessment				
5	Existing medical conditions		<p>People are asked to discuss with the clergy any known medical conditions which may make them vulnerable if working alone</p> <p>If appropriate, people are reminded to carry a supply of necessary medications</p>				

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6	Level of experience		<p>Volunteers must be 18+ years old</p> <p>New volunteers are encouraged to ask questions, and gain a good sense of the work needed</p> <p>We recognise people have different personalities and experience, and ask volunteers:</p> <ul style="list-style-type: none"> - The level of support they need - Whether they are happy to visit someone on their own - If they need us to facilitate accompanied visits 	<p>Reminding people they are part of a team, and have a responsibility to involve others</p> <p>Discussion about if any formal training is needed</p>			

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7	Tell someone about the intended visit		Tell the clergy, the Pastoral Team Leader or other team member when you plan to make a visit				
8	Venue		<p>The venue must be appropriate</p> <p>If at a person's home, please respect the usual courtesies</p> <p>If at a care home or hospital familiarise yourself with visiting times and protocols</p> <p>Do not use your own home</p>				
9	Normal Hours of Visiting		<p>Please respect normally accepted hours of visiting</p> <p>Do not visit late at night</p> <p>This:</p> <ul style="list-style-type: none"> - Reduces the risk of travelling late - Reminds us it is an 'official' visit 				

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10	Emergency Out Of Hours		<p>Only David, or another member of the clergy in David's absence, can do emergency out of hours</p> <p>The clergy doing Out of Hours should text or phone before and after the visit</p>				
11	Mobile Phone		<p>Everyone visiting alone must have a mobile phone charged and switched on close to hand at all times</p> <p>Ask for the emergency numbers, including:</p> <p>David: 07751 888241 Julie: 07747 547871 Pam: 07909 903864</p>	<p>An office Pay As You Go mobile phone will be made available to borrow</p> <p>The H&S maintenance checklist will include checks that the phone is working, charged and in credit</p>			✓
12	A first time visit to an unknown person		Should only be undertaken by a member of the clergy who will assess whether or not to pass on to a member of the Pastoral Team				
13	Pets		If you have any issues around domestic pets make enquiries before visiting				

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14	Travelling in quiet areas or when dark		<p>We advise:</p> <ul style="list-style-type: none"> - Think ahead about your route - Keep to well lit populated areas - Be aware of your immediate surroundings - If there is a problem outside, do not leave your car or a place of safety - Don't enter anywhere you feel threatened or uncertain about <p>If you feel unsafe ring the emergency numbers (David, Julie or Pam)</p>				
15	Visiting Card		Specific "Sorry I missed you" cards are available, and can be used to leave a message if the person is out when you call	Photo badges and lanyards to be provided for team members			✓

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	During the Visit						
16	Behaviour [^]		Be aware of: <ul style="list-style-type: none"> - Being a representative of St. Matthew's - The complexities and privileges of personal relationships and the impact pastoral care has on oneself - Behaviour which is inappropriate or may be misunderstood - Sensitivities around the use of first names / terms of endearment - Your own emotional needs and vulnerabilities, those of the other person, and the risk of dependency in pastoral relationships - Respect for the other person's time, family, home, possessions 	This item to be a priority for further discussion with Pastoral Team members			

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17	Confidentiality [^]		<p>All conversations must be assumed as confidential unless:</p> <ul style="list-style-type: none"> - You receive their consent to share the information with an agreed third party - Their behaviour or the situation threatens the well-being of themselves or others - There is a legal requirement with regard to the safety of children, vulnerable adults or terrorism - Specific issues may be shared with the Pastoral Team Leader (if a member of the clergy) or the Vicar <p>Some limited non-attributable sharing of information is acceptable as part of your ongoing support</p>				

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			after the visit				
18	Gifts		<p>Gifts of money or payments in kind e.g. food or paying bills are to be regarded as exceptional</p> <p>Always make it clear if such gifts are:</p> <ul style="list-style-type: none"> - From you as part of your charitable giving <p>Or</p> <ul style="list-style-type: none"> - Authorised by the PCC/Clergy on behalf of St. Matthew's 				
19	Cash Handling		<p>Do not handle cash</p> <p><u>Exceptions:</u></p> <ul style="list-style-type: none"> - Grocery shopping (under £10) is acceptable; for larger items seek the guidance of the Team Leader - If asked to bring giving envelopes to church, check with Team Leader after the first occasion 				

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20	Visits involving Children		Familiarise yourself with normal Safeguarding procedures				
After the Visit							
21	Tell someone that you have visited		Tell the clergy or your Team Leader that you have visited If you need support about a situation ask for a one-to-one discussion in confidence with the Team Leader	Discuss how best to give ongoing support			
22	Violence or Aggression		You must tell the clergy or your Team Leader if you experienced any violence, aggression or behaviour which made you feel uncomfortable				
23	Record Keeping		All records containing personal information come under The Data Protection Act 1998, whether manual index cards or computerised	To query in the context of Caldicott Principles for health and social care To query re registration with the ICO re Data protection, use of data from church electoral roll, and use of summary / notes			

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				<p>Personal notes and details of visits to be kept locked away.</p> <p>Notes to be shredded when the those being visited pass away.</p>			
24	Involvement of External Organisations		Speak first with the clergy or your Team Leader if you believe other people or organisations should be involved in a situation				
25	Health and Safety / Fire		<p>Lone working comes within the framework of St. Matthew's Health and Safety and Fire arrangements policy</p> <p>All incidents, whether severe or minor, must be reported to both a member of the clergy/Team Leader and the Health and Safety Officer Mark Rushton</p> <p>All incidents must be recorded as appropriate</p>				

[^] As per the "Guidelines for Good Practice in Pastoral Ministry" – Diocese of Bath and Wells