

Ideally, it is good for people to be accompanied in church by at least one other person.

If this is not possible, as is often the case for the Vicar and Churchwarden, please ensure that you tell someone when you are going to be in church and for approximately how long.

In addition, please ensure you have a phone with you that can make calls out of the building.

There is a landline in the vestry, but people need a vestry key to gain access. Regular users have a key to the vestry (organist and flower arrangers). If you are making a one-off visit alone and do not have a key to the vestry, and do not have a phone with a reliable connection, please contact the Vicar or Churchwarden to agree a mutually convenient time to be in the building.

### **Re: Administrators working in the Bakehouse**

Similar rules apply to the administrators working in the Bakehouse, or to anyone who is using that building alone.

- Please lock the entrance while you are in the building
- Please have an active phone with you or use the landline in the office if you need to make a call
- Please let someone know you are working there and for approximately how long
- Please let the office administrator know you want to use the Bakehouse because she can book it in the church diary

### **Re: Organist working with Students in church**

The church organist is self-employed and is therefore responsible for overseeing the welfare of their students.

The church organist has the right to practice in church at times when it is available during the week.

The responsibility of the PCC is to ensure that the church organist is DBS checked and has an appropriate level of Safeguarding Training – for tuition this must be C1 (Foundation).

If the student is under 18 or a vulnerable adult, there must be another adult in attendance (a parent/carer). In other instances and for their own personal safety they should never be alone with one other person.

If the organist has any doubt about an arrangement, they should contact the Parish Safeguarding Officer as soon as possible.