Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF)
Lone Working Policy

October 2026

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1. Introduction

The safety and wellbeing of Llandaff DBF staff is of paramount concern. We recognise that there are a wide variety of ways in which employees can find themselves lone working when carrying out duties for the Diocese.

This policy applies to all situations involving lone working in connection with the activity of the Diocese, including lone working with one other person.

When working alone, we require staff to follow the guidance below.

2. Lone Working

2.1. Informally consider risks prior to working alone. If uncomfortable, discuss with your line manager prior to working. Do not proceed in a situation where you feel uncomfortable. If you have reason to feel unsafe, leave immediately.

2.2. Do not operate or repair dangerous machinery or equipment, or work on a ladder

or at height, unless someone else is present and aware of what you are doing and the work has been risk assessed in line with the health and safety policy.

2.3. If working alone on a Diocesan site, avoid giving unplanned access to the site to members of the public. If this does happen, let another member of the staff team know immediately.

2.4. When working alone, have a charged phone on your person at all times.

2.5. Prior to working alone, ensure another member of the Diocesan team knows where you are and when you will start and finish working, and has your phone number.

3. Lone working or meeting with one other person

3.1. Working with or meeting one other person may be necessary as part of your role with the Diocese. This may be with a staff team member, a member of the clergy, a member of one of Llandaff's congregations, another professional or volunteer, or a member of the public. Where possible, meet people in a public place or at a place of work where others are present. Consider how to maintain confidentiality if necessary but also visibility as appropriate.

3.2. Informally consider any risks when working or meeting with someone outside the staff team. If you have any concerns about being alone with specific people, discuss this first with your line manager. If there are any safeguarding concerns or other risks, then it should be assessed whether the work or meeting should a) go ahead but with additional planning b) go ahead but with additional people present c) not go ahead.

3.3. Situations may arise where there are no safeguarding concerns or risks but visibility is impossible and two people may be completely alone, for example in a shared car journey, at an unstaffed site, or at a home visit. LDBF fully respects individual personal boundaries, which may differ from person to person and have unique personal criteria. LDBF supports without judgement any requests to avoid particular contexts, for example if a team member would prefer to avoid accepting a lift when it would result in two people being completely alone together. As a team, the LDBF seeks to respond with understanding towards such preferences and ensure that the circumstances change or another person can be present.

[For clarity, this does not remove the requirement for one-to-one working or meeting, where necessary in the fulfilment of a role and achievable visibly, as per paragraph 3.1.]

END OF POLICY

VERSION HISTORY

Draft prepared: **09 October 2025**

Minor amendments required by DBF: **20 July 2026**

Amendments made: **30 July 2026**

Approved by email and adopted by DBF: **19 Oct 2026**