

**LILYDALE BAPTIST CHURCH**  
**POLICY FOR ENTRY TO CHURCH PROPERTY AND WORKING ALONE**  
**(Authorized Interim Draft)**

The Lilydale Baptist Church understands that there may be times when its staff or volunteers need to enter the Church property when nobody else is present. This Policy is designed to ensure that anybody needing to do so, is kept safe.

Wherever possible, people should only enter the Church property (which includes all properties either owned or rented by LBC ) when someone else (who is entitled to be there) is also either on site or is about to enter the site. If that is not possible and entering the site alone is unavoidable, taking the following steps should ensure that safety is maintained.

1. When entering the carpark observe the presence of other people and vehicles
2. Park vehicle as close to the entry point as possible and lock vehicle doors after exiting
3. Ensure you have a fully charged mobile phone with you at all times in case you need to ring out for assistance
4. Do not enter the building if there is any sign of forced entry to windows or doors or the building has been left open
5. Ensure all external doors are kept locked at all times so that nobody (who is not entitled to access) can enter
6. Make sure a contact person knows exactly where you are and what time you expect to finish. This should preferably be someone who can gain access to the building if it becomes necessary
7. If you are working alone for any length of time, be in communication with your contact person every hour to advise of your wellbeing
8. Only low-risk activities should be carried out when working alone. For example, working at height is not permitted.
9. Once you have completed the task that brought you to the property, ensure it is safe to exit the building by visually checking through windows, security door viewers or observing security camera screen. Do not exit if you feel it is unsafe but instead phone for assistance
10. If you are concerned about someone outside the building DO NOT approach them. Stay inside the building (or if you are in your vehicle, stay inside the vehicle with the doors locked) and phone 000.
11. Ensure all doors and windows are locked securely when you leave

## Personal Safety

The personal safety of our church staff and volunteers, as well as that of members of the congregation and all other legitimate building users is important to the leadership of the Church. This Policy is designed to ensure that anyone who needs to enter a property and work alone (for whatever reason) can feel safe and secure.