

Personal Safety Plan for Church People

Your Personal Safety

Ask yourself these questions:

- What would you do if you were in danger?
- What about if members of your family or people you were responsible for were in danger?
- Have you put any plans in place, or would you simply rely on instinct?
- Do you have a personal safety plan? If not, why not? If you do, have you shared it with other people so they know what they need to do?

Make sure your Personal Safety Plan:

- Assesses any hazards and risks you might face
- Takes into account where you are and what you're doing
- Is clear and easy to understand
- Includes actions you can take to stay safe, and to control risk
- Is shared with everyone who needs to know them
- Is reviewed regularly.

Remember – it's fine to put the safety of yourself and your family above the needs of others.

Remember – You should take suitable precautions to make sure you can never be accused of inappropriate behaviour with a child or vulnerable adult.

Actions you can take to stay safe

At home or the office

- Carry out a security assessment of the property. Check boundaries, doors and windows are secure, and that there are appropriate safety measures such as security lighting, an intruder alarm or CCTV
- If possible, use a spyhole or security chain to check who is at the door before you open it
- Make sure your keys to the home and car are not left on display or accessible from the door or windows
- Think about whether you need to let uninvited callers into your home. Could you have seating outside, visible from the house, where you could sit and talk?
- Think about how you might deal with requests for food or money from visitors you're not expecting. For example, put items in a bag so you can pass it to them with one hand, leaving the other hand free to shut the door quickly if you need to. Keep your foot or a doorstop firmly planted behind the door so it can't be forced open
- If you can, keep your office separate from your home
- Don't leave visitors alone in your home or office
- Assess the situation and the visitor. Have an excuse ready if you want to bring the meeting to an end, eg 'I've got another meeting to go to now. Can we re-schedule for another time?'
- Think about having a personal attack alarm, and make sure other people know what to do when they hear it
- Set up an emergency code or phrase with your family so they know you're concerned, eg 'I'm expecting a call from John Smith, could you let me know when he calls?' Make sure they know what to do if you say it
- Plan meetings when other people will be at home
- Don't let uninvited callers know that you are alone in the house
- Keep a record book for visitors who are unexpected.

At Church

- Try to never be on your own at the church
- Make sure someone knows when to expect you home
- Make sure you have an escape route from the building
- If driving to the church, park your car so you can get away easily, and always have your car keys to hand
- Think about having a personal attack alarm, and make sure other people know what to do when they hear it
- Make sure that your mobile phone is to hand and is fully charged and in good working order
- If you ever feel that you're in danger, do whatever you can to escape to safety.

When you're visiting other people

- Let someone know where you are and when they should expect you back
- Check that your mobile phone is to hand and is fully charged and in good working order
- Make sure that you have emergency contact numbers programmed into your mobile phone – you could even add them as speed dial shortcuts
- Think about having a personal attack alarm, and make sure other people know what to do when they hear it
- Try to meet people in public, rather than in places you don't know
- Set up an emergency code or phrase with your family so they know you're concerned, eg 'I'm expecting a call from John Smith, could you let me know when he calls?' Make sure they know what to do if you say it
- Assess the situation and the visitor. Have an excuse ready if you want to bring the meeting to an end, eg 'I've got another meeting to go to now. Can we re-schedule for another time?'
- Ask someone to call you at regular intervals to check you're safe
- If you're meeting someone at their house, make a mental note of the layout and how to escape quickly if you need to. Take note of how the door locks and unlocks
- Let the host lead the way, so doors can't be locked behind you
- If you ever feel that you're in danger, do whatever you can to escape to safety.

Remember - report any suspicious incidents or people to the police, your Circuit Superintendent or District Chair and anyone else who might need to know

We're here to help

If you'd like more help or advice, simply get in touch with your local Insurance Consultant and Surveyor.

Or you can contact us directly.

Call us on: **0345 606 1331**

(Lines are open Monday to Friday 8am to 6pm. We may monitor or record calls to improve our service.)

Email us at: **enquiries@micmail.com**

Visit us at: **www.methodistinsurance.co.uk**