

OPEN CHURCH POLICY

The Parochial Church Council of Lytham St Cuthbert aims to make the church open during the day, seven days a week, for church members and visitors

The purpose of this policy is

- to help people encounter God through personal prayer and reflection in a safe and caring environment, and,
- for visitors to be able to explore the church and appreciate its beauty, history and the Christian faith without disturbance

We will do this by addressing the following areas:

- **Health & Safety**
 - Review our Health and Safety Policy,
 - Appoint a H&S Officer and
 - Appoint First Aid Officers
 - Provide training for all those with responsibility for Health & Safety
 - Carry out regular risk assessments in line with our H&S Policy including Personal Safety and Security
- **Lone Working**
 - Develop, adopt and fully implement a Lone Working Policy for all staff and volunteers who have responsibility in furthering the mission of the church
- **Safeguarding**
 - Having recently reviewed the Safeguarding Policy we will implement the changes by raising awareness to staff and volunteers who have responsibilities within St Cuthbert's.
 - Regular training will be expected of the staff and volunteers through the training courses provided by the Blackburn Diocesan Safeguarding Team. and others
- **Key Holders**
 - Review and update the Key Holders Policy
- **Visitor Experience**
 - Develop a welcome pack
 - Encourage people to experience a spiritual journey when they enter the building by having available information leaflets and literature
 - Keep the building tidy and welcoming
- **Community Fridge and refreshments**
 - Develop a policy for usage
 - Address any food hygiene concerns
 - Recruit volunteers who will ensure the proper working of the project and monitor its use for our funders
- **People Presence during church opening times**
 - Recruit and train a team of volunteers
 - Develop, adopt and implement a volunteer policy

Procedures

Church opening times, subject to volunteer availability.

- Summertime 9am – 4pm
- Wintertime 9am – 12noon

Public access to the Community Fridge will only be when the church is open and staffed.

The CCTV system will always be active.

A notice will be clearly displayed informing visitors of CCTV - "For visitor safety and building security CCTV is installed in this church"

Due to the contents stored in, and church personnel activity, the vestries may only be accessed by approved staff and volunteers and are not for visitor access.

We will develop a Church Watch Scheme by encouraging members of the congregation to call in to church if passing when the church is open.

The PCC will aim to recruit and train a team of volunteers to staff the Open Church project.

All staff and volunteers must abide by the Lone Working Policy and other policies relevant to their line of duty.

For the Open Church project volunteers will be required to

- Work in pairs and must be on site during church opening times to welcome visitors and steward the building
- Ensure a quiet presence to allow people to reflect and look around the building without pressure and interference
- Be available to answer any questions and signpost as requested.
- Ensure that any monetary donations are put in a secure place.
- Light the large candle by the Book of Remembrance, as visitors will be encouraged to light the smaller candles from this; and to ensure the candles are extinguished at closing time. Matches are not to be left accessible.

All keyholders and volunteers will have access to a mobile phone provided by the PCC and kept by the alarm pad.

Locking and Unlocking of the building

Approved keyholders may access church unaccompanied at any time but must ensure the building is kept locked whilst inside.

Keyholders may access the Vestry at any time but must ensure access to the main body of the church it is kept locked.

Keyholders must not loan their church keys to other people.

Unlocking and locking the building for worship, events and the Open Church project

- Must be carried out by two people - one keyholder and one PCC approved volunteer only
- Before leaving church check all five doors are secure:
 - Front main door
 - Toilet door
 - West door
 - Chancel door
 - Vestry door

that the toilets and kitchen are un-occupied; all lights are turned off, and the alarm is set.

Outside of Open Church hours, keyholders must not arrange to meet someone in church without permission from the Vicar or a Churchwarden.

For insurance purposes and providing a paper trail of activity a signing in book will be provided and kept by the alarm pad. All people accessing the building via this entrance must complete the book on entering and leaving the building.

Adopted by the PCC on 9/11/17

Signed by the Chair MWells

To be reviewed in June 2018