

Safe Lone Working

Reviewed by Trustees 21/11/16



for CCF Volunteers and Staff

Some **situations** require careful consideration, including:

- home visits
- sharing a car
- meeting people for the first time / one to one
- working alone
- when it's dark
- carrying cash or valuables

In these situations, especially in combination, or if you feel uneasy about what you're planning or being asked to do:

- discuss it, raise your concerns, ask for help. Trust your instincts: it's ok to say no!
- consider other ways of achieving what's planned. Is it necessary?
- **avoid being alone** in situations that are risky, if at all possible

or, if you will be alone, at least:

- let someone know where you are going, who you are meeting, what time you will be there, expect to leave and return. This could be a colleague, partner, friend, family member, etc.
- log it in the shared Google Calendar, if possible
- Carry a mobile.

Do not stay in a risky situation:

- If you feel uneasy, leave that situation
- Be aware of circumstances changing, and be assertive if you are not comfortable

Record and Report any incident or cause for concern

Especially aggressive / threatening behaviour, unwanted sexual advances or any situation you felt was unsafe. Report it to a CCF staff member or manager.

CCF Staff and Managers must:

- Train and support volunteers and staff appropriately in this area
- Seek alternatives to potentially risky situations
- Welcome and respond to safety reports or concerns raised
- Make sure they are suitably dealt with and learnt from
- Involve trustees or other authorities if necessary