



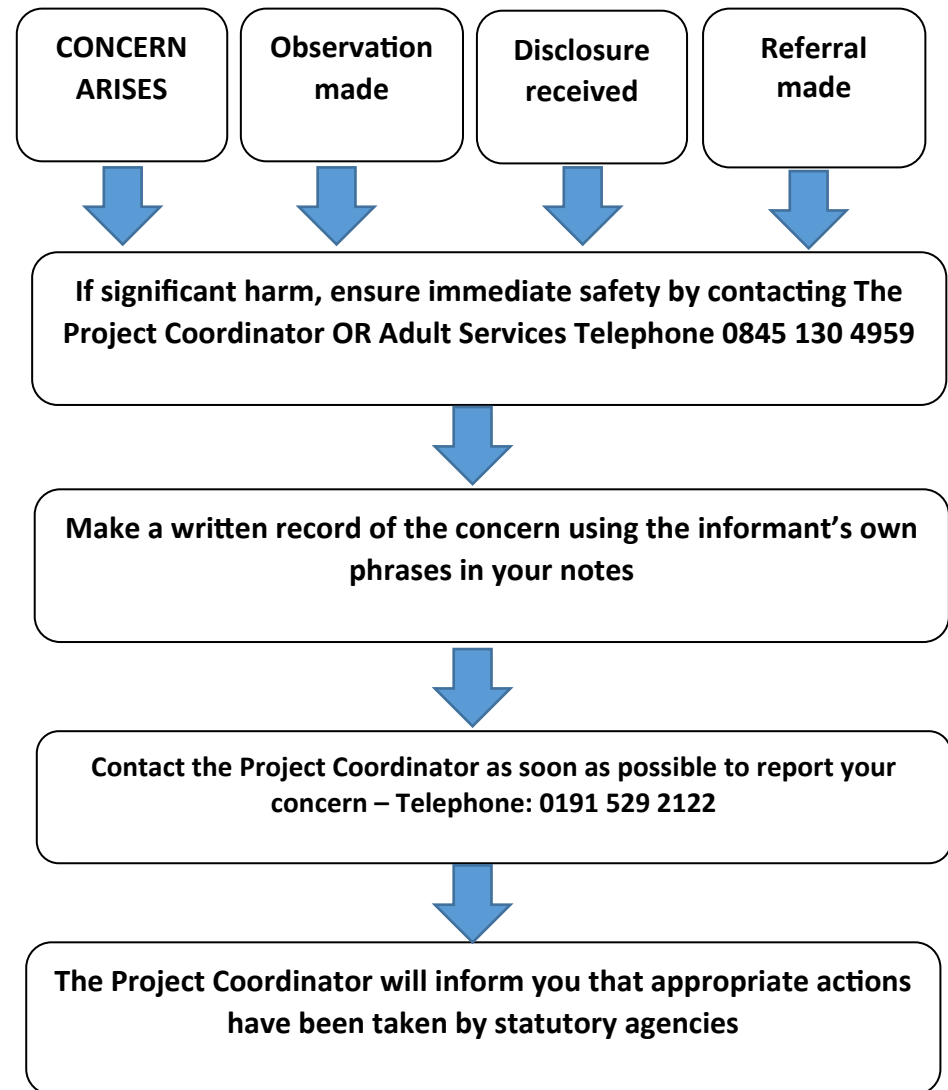
CONTACT NUMBERS

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Safeguarding Policies





Lone Worker Policy for Volunteers

It will generally be safe to visit alone. However, the law requires organisations to think about and deal with any health and safety risks **before** people are allowed to do so.

We offer the following guidelines to ensure that you are not put at risk:

- Record the name, address and contact numbers of people to be visited where the information is easily accessible to relatives and friends.
- For volunteer befrienders, in most cases the person that you are visiting will be introduced to you by the Project Coordinator.
- The Project Coordinator should always try to meet a new volunteer in a public place eg a coffee shop.
- Before making an initial visit to the client, the Project Coordinator should inspect the completed Client - Referral Form and Initial Visit/Information Report (HAHC1001/2) from the referring agency which should describe any degree of risk the Project Coordinator might face. If there is a recorded risk, the Project Coordinator should consult with the referring agency about whether it would be desirable for them to accompany the Project Coordinator on the first visit and plan the visit accordingly. The Project Coordinator should record the pertinent details of the visit.
- Until you are certain of the person you are meeting, do not offer anyone a lift or accept a lift from anyone to or from a meeting if you are the only other person in the car.
- During a visit do not under any circumstances attempt to lift an individual or any heavy objects – **always** contact someone for assistance.

Welcome to the Happy at Home Project.....

This booklet contains policies that have been created with your safety and welfare in mind.