

POLICIES AND PROCEDURES

Personal Safety Policy

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Cross Reference	

Purpose of this document

Aspired Futures (AF) ensures that everything possible is in place to enable all staff and volunteers to always give priority to their own personal safety when they carry out their AF roles and responsibilities.

Details of Policy

Volunteers and Staff

- Volunteers/staff will only go to a child/young person's (CYP) home following an initial visit by the Children and Young People Assessment and Inter-Agency Manager (CYP Manager).
- Volunteers/staff will only visit a CYP's home when acting as a Transport Assistant and are required to collect or drop off for a therapeutic session or planned AF activity.
- Volunteers/staff will not be asked to collect a CYP from a home where there is a known danger to personal safety. It will be established by the CYP Manager at the referral stage if there are any known hazards to personal safety.
- Volunteers/staff will be immediately withdrawn from transporting a CYP if a potentially dangerous situation develops or is feared to develop.
- Volunteers/staff will be fully supported with any personal safety concerns. If at any time they feel either threatened or decide they do not want to continue to transport they can speak to the CYP Manager or the Service and Volunteer Manager (SV Manager).
- Volunteers/staff should never disclose their personal home address to a CYP.

Travel/Transport

Travelling to and from AF supported CYP's homes or other events creates an area of potential risk to personal safety. Risk assessments are carried out for all outings however it is important that staff and volunteers:

- Ensure someone knows and can easily determine their whereabouts and their expected time of return to home or office.
- Try to use the same "known" travel routes where possible, avoiding isolated areas if they can.
- Stay alert and get help as quickly as possible if concerns about safety develop. If ever there are concerns they should contact the Aspired Futures Office immediately or relevant emergency service if necessary.
- If on foot be as visible as possible. Be aware of possible places of safety to head for if trouble develops
- Keep body language confident and assertive, move purposefully and avoid heroics.
- Check there is a full first aid kit in their car in case of any emergencies.

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Home-Visiting

Only the senior members and lead sessional workers of the AF team should visit the CYP/families homes. On a rare occasion when staff are asked to transport and have to enter the home, they should wait at the door until the CYP is brought to them unless circumstances are that you have to help the CYP get ready for the session. There always has to be two people in the car when transporting the CYP.

An initial visit will always be conducted by the CYP Manager and if any concerning information has been shared by the referrer they will be accompanied by another manager so they can assess if there will be any potential danger to personal safety. If when they are conducting any visits to a CYP/family they feel at any time at risk they should:

- Be assertive about any personal safety issues arising in a home. Ask for the householder's co-operation in their personal safety.
- Read the signs as early as possible. If a potentially dangerous situation is developing, they should leave as quickly as possible. They should not attempt to referee a domestic conflict situation.
- Contact the relevant emergency services if necessary.
- Consider if there are any child protection implications and follow child protection procedures.
- Report any incidents immediately to the Director of Services or in their absence the Chair of Aspired Futures Trustees seeking support and guidance for your own needs.

Sessional Support

Most of the support AF offers is at Kensington Resource Centre where there will be several other CYP and adults. Other external venues are used by AF for particular sessions however risk assessments are carried out and the appropriate numbers of staff and volunteers are available to support the numbers of CYP.

Volunteers should not have isolated contact with CYP at any time, their interaction should be visible to an AF team member. Sessional workers are discouraged from being alone with CYP however there may be occasions when one-to-one interaction is appropriate; in these circumstances where a worker feels uneasy they should move with the CYP to another room or area where there are more people and support can be gained from senior colleagues.