



Personal Safety and Lone Working Guidance - Volunteers

This guidance is for volunteers who support our work outside of our offices in ways such as; manning a stand at an event, delivering a talk or presentation to any local or community group, handing out our promotional materials at events.

Our definition of lone working is any activity carried out as part of your voluntary role with Shared Interest outside of the main office in Newcastle, whether you are alone, with other Shared Interest volunteers or staff.

This guidance forms part of the health and safety aspect of your induction to volunteering with Shared Interest and should be followed prior to and during any volunteering activity which is undertaken.

1. Make sure that someone else knows where you are going to be volunteering.

Give them an address and contact number for the event and advise them of the length of time you expect to be there, including travel time where required.

2. Plan for your own safety and consider the risks before the event.

Prepare yourself appropriately; ensure you have a named contact to ask for on arrival at the event and a contact number for them if possible. Consider any risks to your safety or security at the event, including in travelling to and from the event, and ensure you take appropriate action to minimise any risk. Never assume nothing will happen to you.

3. Present yourself appropriately for the event you are attending (e.g. dress).

For general guidance on appropriate dress and behaviour, please refer to the Shared Interest Volunteer Policy.

4. Make sure you have a means of contacting others if required

If you have a mobile phone carry this with you and ensure it is turned on and accessible in case of emergencies.

5. Follow the guidelines, policies and training offered to you by Shared Interest

These are provided to help you in your voluntary role and to help you prepare appropriately for your volunteering activities.

6. Report back to the Volunteer Engagement Manager or your staff contact any incidents of concern while you are volunteering for Shared Interest

If you have any concerns about a particular issue or generally about volunteering alone make sure that you let a member of staff at Shared Interest know. Without this information we cannot support you, other volunteers, staff or stakeholders who may need to be aware of

the issue. If you feel unsafe or uncomfortable at any point during your volunteering do not continue and advise Shared Interest of the situation as soon as possible.