

## Springboard Opportunity Group



### Personal Safety & Lone Working Policy 2022

Springboard Opportunity Group advises staff and volunteers to take all reasonable precautions to keep themselves safe whilst undertaking any commitments to Springboard Opportunity Group. People will not be expected to carry out work or voluntary duties for Springboard that they consider will put them at risk of harm.

**For additional information about personal safety, staff are directed to Avon and Somerset Police [www.avonandsomerset.police.uk](http://www.avonandsomerset.police.uk) and the Suzy Lamplugh Trust [www.suzylamplugh.org.uk](http://www.suzylamplugh.org.uk)**

Any concerns should first be discussed with your line-manager and an appropriate course of action can then be taken.

1. Visits/appointments must be logged on Google Calendar. Changes to plans should be notified. A 'code phrase' can be arranged with a colleague if problems are predicted. If this phrase is received, help must be sent urgently.
2. Whenever possible, and always when a staff member is concerned, two people should carry out home visits.
3. Personal alarms are available to staff members on Springboard business.
4. When a large amount of Springboard money is carried, a staff member should not be alone.
5. Home details or personal phone numbers must not be given to families using Springboard services.
6. If a member of staff is working alone in the workplace, access doors from outside should be locked or changed to exit only. Help should be sought if any threat is perceived.
7. Babysitting or informal visiting of families outside of work hours is not recommended unless working for another organisation. Springboard is not responsible for safety / wellbeing in these circumstances.

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on	8 <sup>th</sup> November 2022
Date to be reviewed	November 2025
Signed on behalf of the Board of Trustees	
Name of signatory	Elizabeth Manning
Role of signatory	Chair