

## **Volunteering Canterbury**

### **Keeping Volunteers Safe**

Here are some suggestions for ways we can ensure the safety of volunteers and minimise risk:

- Good health and safety policies and clear written procedures
- Clear role descriptions
- Careful application and selection procedures
- Thorough orientation
- Keep people up-to-date with regular training and newsletters
- Check workplaces for hazards and remove/minimise
- Keep passageways clear
- Read equipment instructions and note potential hazards
- Encourage washing of hands
- Define and maintain boundaries
- Reimburse expenses
- Make volunteers aware they need never do anything they're not comfortable with
- Clarify channels for communication and voicing concerns
- Provide good supervision and regular reviews
- Keep volunteers' surnames and contact details confidential
- Ensure street collectors work in pairs
- Follow up any incident reports
- Have an available listening ear
- Keep an 'open door' and encourage volunteers to tell you about anything unusual
- Advise volunteers to immediately leave any unsafe situation
- Recognition helps volunteers to feel valued and have a sense of belonging