



# Procedure: Staying Safe

## For Staff and Volunteers in Australia and Overseas

The Common People (TCP) is committed to the safety and security of all its representatives by ensuring a safe workplace is available to all. Risk minimisation and management are of utmost priority to TCP and this procedure is the guideline to ensuring safety of staff, volunteers, sponsors, visitors and children.

### Objective

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The purpose of this procedure is to:

- Outline how services and staff should use the Staying Safe document to enhance the safety and wellbeing of the representatives of TCP.

### Scope

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This policy applies to all representatives of TCP including directors, members, associates, volunteers, visitors, sponsors, partners and external third-party providers.

### Actions

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1. Safe Traveling
  - If travelling alone, leave your planned itinerary with a responsible person.
  - Carry a list of emergency names, addresses, and phone numbers.
  - Always carry a fully charged mobile phone or local coins for calling from a phone booth if needed. Sit near other people. Hold your handbag in front of you.
  - In public transport, always sit near other passengers and avoid travelling during off-peak hours.
  - Always be vigilant and aware of your surroundings, people and exit routes when traveling in public transport or waiting for your transport
2. Safety in Residential Setting
  - Find out as much as possible about the clients/consumers before entering their property/residential premises.
  - Always visit children's home and other community setting in pairs if possible.
  - Always make an appointment with the parents/guardians and/or youth before paying a visit
  - When entering the residence, always stay near an exit
  - Leave the premises immediately if any signs of aggression or violence is being displayed
  - Use of Personal Protective Equipment (PPE) including masks, gloves and hand sanitisers when appropriate and strictly following the guidelines and instructions provided the government of the country of operation.
3. Mental Health Care
  - Acknowledge your stress. This is always the first step in managing your stress.
  - Maintain good physical health. Establish a regular exercise programme and stick to it. Hand weights, jump ropes, and other activities can keep you fit even in confined circumstances.



- Rest often. Take time to relax even if it sometimes means important tasks will be postponed.
  - Consider professional counselling. Individual and/or team counselling sessions can be helpful.
4. Reporting and Escalation
- If there are any concerns to the health and safety of staff, volunteers or any other representatives of TCP, please email [connect@thecommonpeople.org](mailto:connect@thecommonpeople.org)

## Procedure Review and Monitoring

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TCP's Staying Safe Procedure will be reviewed every 2 years. The board will manage the review of the procedure and will be published through the organisation portal.