

**LONE WORKING POLICY**

When the volunteer makes their initial lone visit to their advocacy partner after an introduction by the Volunteer Development Officer, they must follow the following procedure:

1. They must inform the Volunteer Development Officer the time and date of their planned visit
2. The volunteer must telephone the office to advise that they are outside the premises
3. The office will telephone the volunteer after 10 minutes to ascertain, whether or not, the volunteer feels safe
4. If the volunteer does not feel safe he/she will advise their partner that he/she has been told to return to the office
5. When the visit has ended, the volunteer must telephone the office immediately upon leaving the premises
6. Please remember that this procedure is only for the first visit
7. I.D should be carried and shown if asked