

Volunteering guidance

PARKINSON'S^{UK}
CHANGE ATTITUDES.
FIND A CURE.
JOIN US.

Keeping Safe Whilst Volunteering

At Parkinson's UK, we want to make sure that all our volunteers feel safe and secure in their roles. As a volunteer you will be provided with any information, training or equipment you need to stay safe whilst volunteering. However it is important that you also take responsibility for your own safety and we have provided the following guidance to help you do that.

Top tips for keeping safe whilst volunteering

- Let a friend or family member know when you are volunteering, where you are going and what time you expect to return home. Let them know if your plans change.
- Make sure your staff contact or a fellow volunteer has the details of who you are meeting and where.
- Take a mobile phone with you where possible and make sure it is charged.
- Where your role allows, try to volunteer during daylight hours and avoid secluded areas.
- Trust your instincts and know when to remove yourself from a situation.
- Talk to your staff contact if you have any concerns about your safety whilst volunteering and don't enter a situation where you think you might be unsafe.

Volunteering on your own

This might be when you are attending a meeting by yourself, meeting someone for the first time or undertaking a task alone. In these situations make sure you plan ahead. Your first question should be: Do I have to carry out my tasks in person or could I complete them over phone or email? If you have to go in person then things to think about are:

- Can I take another volunteer or member of staff with me?
- Where exactly am I going and how will I get there?
- Do I know the person I am meeting?
- Do I know the area or venue I am going to?
- Can I travel there and back in daylight?

Travelling

- Avoid walking late at night if you can.
- Don't take shortcuts, avoid poorly lit or little-used underpasses.
- If taking public transport, try to use stops in well-lit areas and travel in carriages where there are other passengers.

- If using your own vehicle, please make sure your vehicle is roadworthy and insured and try to park in well-lit areas. More information on using your own vehicle for volunteering is available from your staff contact.

Behaviour

- You are not expected to put up with bad behaviour or bad language from anyone you come across during your volunteering.
- If you are worried about another person's behaviour then remove yourself from the situation immediately and get in touch with your staff contact.

What to do if you have concerns or experience an unsafe situation

- Let your staff contact know as soon as possible. If they aren't available then contact the Volunteering team or call the Parkinson's UK Reception.
- You will be asked to complete an accident, incident and near-miss reporting form and offered support.
- Please ask for support. Your staff contact and the Volunteering team are here to support you and are so please always ask if they can do anything to help.
- If it is out of normal working hours or you can't get in touch with your staff contact and there is an emergency please call 999.

Useful phone numbers

Volunteering team: 020 7963 9328

Parkinson's UK main reception: 020 7931 8080.