

1 Make sure your project knows your whereabouts

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What arrangements have you made in case of an emergency?

Would the project know who to contact in an emergency?

2 "PLAN" for your own safety

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To "PLAN" means to:

- Prepare
- Look and listen
- Act to avoid risk
- Never assume it won't happen to you

3 Familiarise yourself with the area in which you will be working

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Is there a safe area you and your mentee could go to in case of danger?

Do you have local crime prevention information about the area in which you will be working?

4 Present yourself appropriately in various contexts (e.g. dress)

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Will you be working in areas that may be sensitive to specific appearance?

Have you been given guidance on culturally acceptable behaviour?

5 Communicate any concerns to your co-ordinator

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Do you keep in regular contact with your coordinator and keep him/her informed of any concerns you may have?

Do you know the helpline number for your project?

6 Make sure your mobile phone is fully charged and easily accessible

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Have you memorised/written down all important phone numbers?

Does your project have a simple, easy to understand emergency procedure in case of a serious problem?

10 key personal safety
guidelines for mentors
and befrienders

Keeping safe

7 Carry your ID badge with you at all times

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Will you be able to identify yourself
to persons unknown?

Is your badge accessible but not
visible at all times?

8 Follow the guidelines laid down by the programme

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Are you familiar with your project's
guidelines on personal safety?

Are you attending meetings where
you can share experiences relating
to personal safety?

9 Trust (and listen) to your instincts

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Have you received guidance on bullying
and stalking and do you know how to
respond to it?

Are you aware of the project's procedure
for reporting low level incidents?

10 Record and report any incidents that cause you concern

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Are you familiar with the project's
procedures for reporting health and
safety incidents?

Project name:

Emergency contact name:

Emergency contact number: