



LET'S BE SAFE

SAFE ORGANISATIONS

Responsibility to ensure safety does not only lie in the hands of social workers. The organisation has a role to play too! Here are some things to have in place to promote safety:



1 Standard Operating Procedure (SOP)



Clear structures and guidelines on how cases/crises are to be managed



Implement risk management plans and procedures (including table top exercises)



Conduct regular drills to familiarise staff with the handling of critical situations



Institute debriefing sessions for all for reflection and learning

2 Support for staff



Adopt a team approach in managing crises



Ensure adequate supervisory guidance



Ensure that no decision is made in 'silo' on crises matters



3 Safe office environment



Display "Violence against workers will not be tolerated" signs clearly in interview rooms and waiting area



Ensure equipment is safely secured or kept away



Ensure furniture and seating arrangement allows for easy escape



Install alarms and CCTVs in interview rooms



Keep waiting time to a minimum and explain if there are delays



For high risk sessions in office, ensure that staff leave door ajar and inform colleagues so that they are **alert** to any commotion or raised voices during session

SOURCES:

- Adapted from
- > Article: "How to keep yourself safe in social work" from <https://socialworktutor.com/how-to-keep-safe-in-social-work/>
 - > FCPW Workplace Violence Prevention Programme Paper (2011)
 - > Concept paper on Security Measures in Probation Service (PS) (2015)
- Infographic by MSF Office of the Director of Social Welfare, 2018