



Staff Protection Policy	
<b>Latest Review: April 2026</b>	<b>Next Review: April 2027</b>
<p><b>Compliance:</b></p> <ul style="list-style-type: none"> <li>• Corporate Manslaughter and Corporate Homicide Act (2007)</li> <li>• Health and Safety at Work Act (1974)</li> <li>• Health and Safety Offences Act (2008)</li> <li>• Management of Health and Safety at Work Regulations (1999)</li> </ul>	
<p><b>Associated Policies:</b></p> <ul style="list-style-type: none"> <li>• Corporate Manslaughter Policy</li> <li>• Health and Safety Policy</li> <li>• Incident Reporting Policy</li> <li>• Lone Working Policy</li> </ul>	
<p>The Assist Trust acknowledges that all staff have the right to perform their duties without fear of harm, abuse or intimidation.</p> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>▪ Will provide information on any issues of risk posed by individuals joining Assist (keyworkers are expected to update that information once individuals have settled in).</li> <li>▪ Will provide access to relevant training for any staff that require it.</li> <li>▪ Will ensure that day-to-day arrangements give staff adequate cover according to the location, the activity taking place and the individuals involved.</li> <li>▪ Will review work arrangements regularly in order to minimise inherent risks to staff.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>▪ Must ensure that they do not isolate themselves while engaged in activities at Assist.</li> <li>▪ Must not put themselves in a vulnerable position with any particular member at Assist, ie. not leave themselves open to accusations which they cannot refute at a later date (always make sure that a reliable witness is around to confirm your version of events).</li> <li>▪ Must keep in contact with the offices at Assist while engaged in community based activities, either via their own mobile phone or by one provided by Assist.</li> </ul>	

**Staff / Member Ratios**

At Assist this should not exceed 1 staff to 8 members in the buildings unless groups are conducted where other staff can be called upon and staff member conducting group is comfortable with members attending. The groups might exceed these numbers in an emergency or if we have high levels of staff absence. Ratios will generally be lower, depending on the nature of the activity and the individuals involved. Ratios for activities taking place out in the community will not generally exceed 1 staff to 4 members.

**Person in Charge**

At all times during the working hours of Assist Trust, the person with ultimate responsibility will be the CEO or the Head of Services (or the Operation Managers in their absence).

**Signed and Authorised by:**

Name:

Role:

Date:

Name:

Role:

Date: