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| **Community Volunteer Safety and Wellbeing Checklist** |

**Definition:** the Safety and Wellbeing checklist outlines actions that can be taken by the CP organization to promote the safety of volunteers.

**Purpose of the Tool:** to identify the different physical and emotional risks that could cause harm to community volunteers who are involved in case management, and to explore actions to reduce these risks.

**When to use this Tool:** this tool can be used at any stage of programming, and it is important that risks are not just identified but also addressed. It can also be used every 6 months, or at the beginning of expanding programming to a new geographic area.

**Guidance**: It is recommended to use alongside Module 7 “My safety as a community Child Protection volunteer” to understand from volunteers themselves what risks they are facing. If your organization also has a security manager, they can also support to address potential risks and possible mitigation actions.

**Community Volunteer Safety and Wellbeing Checklist**

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|  | **Yes** | **No** | **Possible actions to take** |
| Are community volunteers accepted by the community? |  |  |  |
| Is the role of community volunteers understood- what they can and cannot do- by:   * Community members * Traditional leaders * Authorities * Service providers |  |  |  |
| Was the community involved in the identification and selection of volunteers? |  |  |  |
| Does the community know how volunteers are engaged, including:   * What the expected hours of volunteering? * What the system of remuneration is? * What other benefits are provided? |  |  |  |
| Have we spoken to volunteers to find out about their experience of risks and potential risks? |  |  |  |
| Have we developed protocols around the risks they describe to protect them? |  |  |  |
| Have we asked volunteers about the stresses of their work? Are there psychosocial support resources available that volunteers can access? |  |  |  |
| Have volunteers received training on:   * Module 7 “My safety as a community Child Protection volunteer” * Module 8 “My emotional wellbeing as a community volunteer” |  |  |  |
| Do we have a protocol for reporting high risk cases that protects children as well as volunteers? |  |  |  |
| Is the CP organization linked into information systems about security risks in the area? |  |  |  |
| Are security risks communicated to volunteers? |  |  |  |
| Are volunteers able and encouraged to take breaks and time away from their roles after stressful events? |  |  |  |
| Do volunteers have clear identification from the organization (such as ID cards, visibility, etc.)? |  |  |  |
| Do volunteers have minimum equipment to be safe in their roles (such as masks, boots, transportation, communications, etc.)? |  |  |  |
| Do we have a confidential system for volunteers to report concerns about safety? |  |  |  |
| Do we record security incidents and analyze them for patterns so we can find ways to address them? |  |  |  |
| Are there supervision structures (including regular meetings) in place that support volunteers’ wellbeing? |  |  |  |
| Have we encouraged and provided guidance for volunteers to establish peer-support groups or a “buddy system” to support one another? |  |  |  |