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| LANARK COUNTY COMMUNITY JUSTICE PROGRAM | POLICIES & PROCEDURES |
| SECTION: Human Resources | DATE: February 20, 2014 |
| SUBJECT: Safety | HISTORY: New Policy |
| <p>Policy: The safety and security of our staff and volunteers is of utmost importance. Following safety procedures can not only protect our staff and volunteers, but also our program participants.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Staff and volunteers are not permitted to go to a client's home alone or meet with a client in a private area alone. For example, this includes but is not limited to the home of an accused, a complainant or a support person. In any such situation there must be at least two team members present. 2. LCCJP will provide staff and volunteers with safety training. | |