

The Neighbourhood Sustainability Framework and Assessment Kit

Part V(d): Safety Protocols



In the great majority of situations, interviewers experience no problems with their personal safety, and have an interesting and enjoyable time. However, there is an increasing awareness

in our society that we must all take positive steps to improve our own personal safety. Things that might put you at risk in an interview situation include: dogs; being in a lonely place at night; an angry person; and drug or alcohol use at the site of the interview.

These interviewer safety protocols are commonsense. They have been developed to help you consider your personal safety while interviewing, and to help you plan and take precautions to protect yourself and your belongings when in an interview situation. Please read them carefully.

You must also report any incident where you have felt unsafe,

or have experienced problems.

The safety protocols are about minimising and avoiding risky situations:

- Choose the interview venue to ensure your own safety, as well as the safety of the interviewee. If you have any concern about the safety of a house, suggest a more suitable venue. Alternatives to interviewing at home are: a shopping mall, a café.
- Tell someone or leave a note at home with the place of interview and a time when you expect to return home. Do not include names of interviewees, just their address, in the note.
- Make sure you know the location of your interview. Carry a map and become familiar with it. Plan your route to and from the interview.

Trust your intuition. If you feel uneasy or scared, do not ignore it, get out of the situation. If you become concerned for your safety at any stage of the interview, you must stop the interview immediately and remove yourself from the house or venue.



- Always have a working cellphone with you at all times. If that is not possible, make sure you have change and a phone card with you.
- Do not drink alcohol or use drugs before or during an interview.
- Refuse to interview anyone who is drunk or drug-affected. You may also refuse to start or continue an interview if you become aware of problematic drug/alcohol use in the house/venue while you are there.
- Refuse to interview anyone who is aggressive, or if there is a threat of verbal or physical abuse. You may also refuse to start or continue an interview if you become aware of aggressive or threatening behaviour in the house/venue while you are there.
- Ask for an unfriendly or threatening dog to be tied up or put into another room.
- Lock your vehicle and do not leave valuables where they

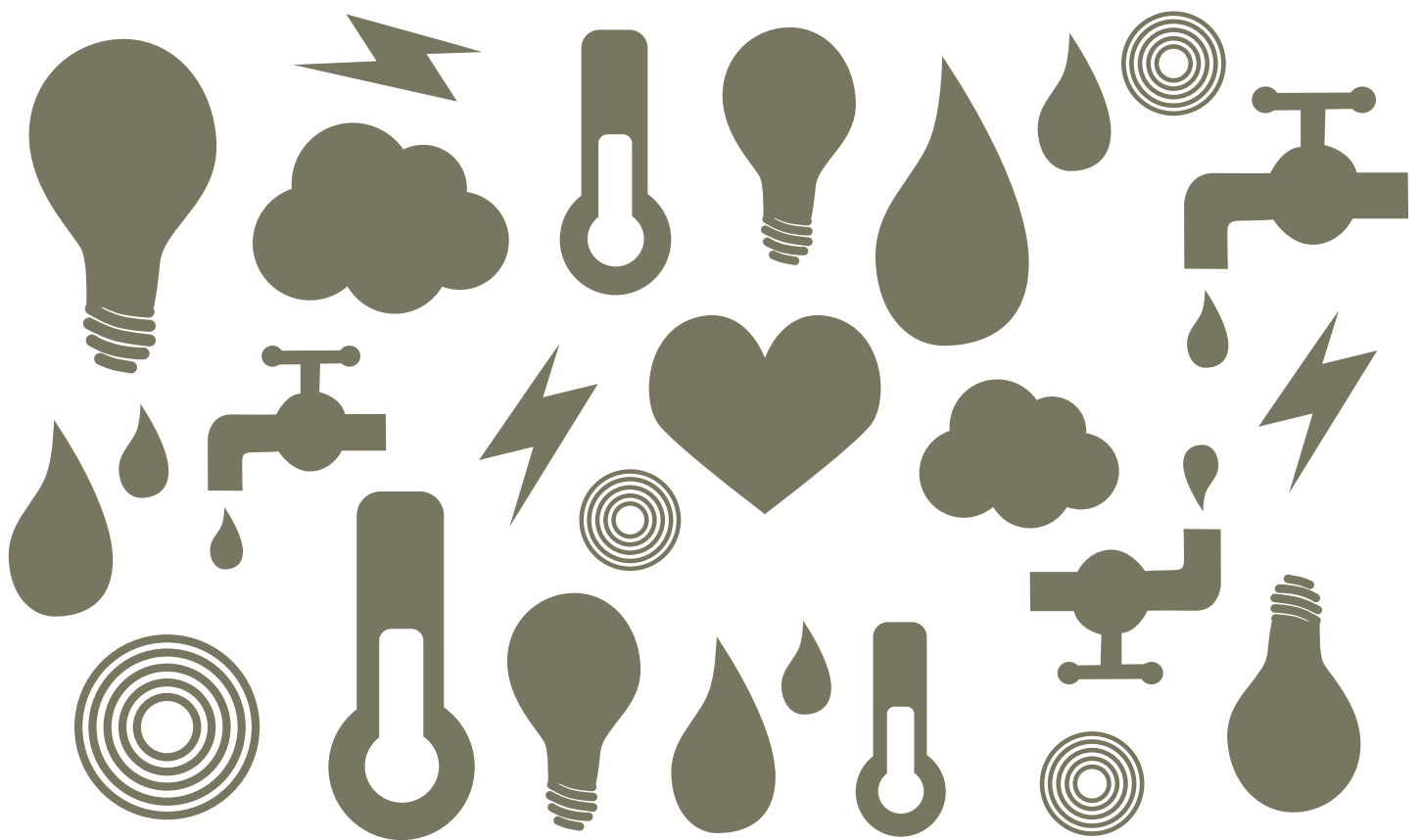
can be seen.

- Make sure you have enough petrol in your vehicle.
- Avoid dangerous shortcuts or areas that are not lit at night. Do not wait around outside on the street at night.
- Wear sensible and appropriate clothing.
- Do not take unnecessary money, credit cards or gear with you to an interview (e.g. laptop, sports bag).
- Make sure you know the way out of the dwelling, and if you

are in a block of flats or building, ensure you are aware of the fire exits.

- Ensure that you are able to leave your interview safely. This means either having use of a vehicle to get to and from the interview, or being able to walk away safely.
- If necessary, go into a nearby house to seek assistance.

If you have any problems related to interviewer safety, call [INSERT NAME AND NUMBER]



DECLARATION

I have read and understood the Safety Protocols and agree to abide by them.

Signed: _____

Date: _____

Interviewer Name: _____