

## BATTLE SCARS CIO SELF-HARM POLICY

<b>Policy information</b>	
<b>Organisation</b>	Battle Scars
<b>Scope of policy</b>	Applies to all volunteers, trustees, employees and service users
<b>Policy operational date (original)</b>	29/12/18
<b>Policy prepared by</b>	Jenny Groves – CEO Debbie Riley – trustee
<b>Date approved by Board</b>	29/12/18
<b>Reviewed</b>	04/01/20
<b>Amended</b>	No
<b>Policy review date</b>	04/01/22 Every 2 years
<b>Distributing</b>	This policy will be available on the Battle Scars website and staff shared drive. It will be a requirement for all trustees and staff to read the policy after appointment or after its review. A summary of all relevant policies will be included in the volunteer handbook with clear signposting to the full text. Volunteers will be kept up to date with any changes that might affect their role.
<b>Policy</b>	
<b>Background</b>	All volunteers (including trustees) and employees will either have personal experience of self-harm (direct or indirect) or will have attended / will be attending the Battle Scars training on self-harm.
<b>Aims</b>	The aim of this policy is to: <ul style="list-style-type: none"> <li>• re-enforce the group agreements;</li> <li>• provide clear guidance to volunteers and employees on dealing with service users who have self-harmed;</li> <li>• provide clarification on procedures regarding their own conduct.</li> </ul>
<b>Definition</b>	The Battle Scars definition of self-harm: <ul style="list-style-type: none"> <li>• Self-harm inflicted on the body with immediate and longer term effect such as cutting, burning, scratching, hitting, overdosing, poisoning, eating disorders - including binge eating by itself, etc. but not including alcohol, drug abuse or smoking unless combined with self-harm as described above.</li> <li>• Psychological harm to the self (e.g. neglect, obsessive negative thinking, sabotaging relationships etc.)</li> </ul>
<b>Volunteer and employee self-harm</b>	<ul style="list-style-type: none"> <li>• Peer support group members are asked while at the groups to be mindful of any self-harming behaviour to consider the space, other members and the group facilitators to avoid making a mess or triggering others.</li> <li>• All volunteers and employees are advised to practice safe self-harm, self-care and to reach out for support before the</li> </ul>

	<p>act or after. This can also be brought up during supervision but no pressure will be applied on them to have this discussion unless their self-harm is having a severe impact on their ability to work.</p> <ul style="list-style-type: none"> <li>• Volunteers and staff are expected to keep themselves safe while on Battle Scars business involving others (i.e. events, presentations, groups). If the need to self-harm is beyond managing the designated Battle Scars staff member, CEO or volunteer leader / manager must be contacted immediately to arrange cover or at least be aware that there is no Battle Scars representation at the event.</li> <li>• Open wounds need to be dressed appropriately for hygiene reasons.</li> </ul>
<b>Service user self-harm</b>	<ul style="list-style-type: none"> <li>• As stated in the group agreement: "Please bear in mind these are not our premises. We need to be mindful of any self-harming behaviour to consider the space, other members and the group facilitators to avoid making a mess or triggering others".</li> <li>• As per the group agreement, if a service user discloses to a Battle Scars representative that they have seriously hurt themselves the Battle Scars representative will either recommend they attend A&amp;E (or similar, for example, Minor Injuries in Leeds) or, in case of serious self-harm such as overdosing, will call an ambulance. The service user will be informed of such action before confidentiality is broken.</li> <li>• This action will also be taken at all other times if possible (e.g. if there is such an incident on the Facebook group).</li> </ul>
<b>Self-harm when / where inappropriate</b>	<ul style="list-style-type: none"> <li>• If a service user self-harms during a support group and discloses it to the facilitators or needs help with their injuries, depending on the self-harm method and damage caused, they will be asked to have a 1-2-1 with the group facilitator. It is not the group facilitator's duty to assess the injuries but in the case of serious self-harm the group facilitator will need to consider breaking confidentiality as above.</li> <li>• If a service user frequently self-harms in the group in ways that require the facilitator's time and assistance or in ways that disrupt the group it must be reported to the volunteer manager or the CEO where a decision must be made whether the service user can continue attending the groups.</li> <li>• If a volunteer or employee self-harms while representing Battle Scars at a support group, event or similar, they are expected to care for their injuries and dress them appropriately (if they do not have 1<sup>st</sup> aid supplies with them we advise them to ask for / use the 1<sup>st</sup> aid kit of the premises). The volunteer leader or CEO must be notified as soon as possible. Supervision will be arranged at the earliest convenience.</li> </ul>
<b>First-aid</b>	<p>Unless the Battle Scars representative is first-aid trained they must only offer the first-aid kit to the injured service user and assist only if both parties are happy with that. If the service user refuses treatment and the injury is not severe enough for a</p>

	referral to A&E Battle Scars will hold no further responsibility to act.
<b>Policy review</b>	
<b>Responsibility</b>	It is the responsibility of the CEO to review this policy unless the task has been delegated to an appropriate volunteer or employee before the policy review date.
<b>Procedure</b>	All volunteers and employees can have input in this policy's review via their supervision.
<b>Timing</b>	The review must be completed within a month of the review date.