



Staff Guidance

If you are approached by a customer who asks for Angela or needs our support, please follow these steps:

Step 1

Make the person feel safe

Respond calmly and discreetly

Listening: Use active listening and the C.A.R.E. technique

Invite them to our venue's safe space or designated area:

Inform a manager of the situation

If applicable use our venue codeword to alert radio users in the venue. Our site's codeword is:

If necessary, ask security to ask individual(s) causing distress to leave

Step 2

Support the customer with their specific concern

Call 999 if it's an emergency or a crime is in progress

Listen to the person and ask them what they need

Ask the customer about what has happened

Support the person to leave safely: what route should you advise them to use?

Provide guidance: signpost the individual to local services

Step 3

Follow up

Record the incident in the incident book

Our incident book is located:

