



Protection of Vulnerable People Policy

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

Voluntary Action Shetland

POLICY ON PROTECTING VULNERABLE PEOPLE INCLUDING CHILDREN

Voluntary Action Shetland (VAS) and its membership organisations aim to ensure that any vulnerable people, whether children, young people or adults, are protected and kept safe from harm while they are with staff and volunteers in this organisation or its membership organisations. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. VAS has approved and adopted Shetland Inter Agency Child Protection Procedures and complies with Shetland Inter Agency Adults Support and Protection Procedures. A copy of these is available in the Administration Office.

SELECTION

All applicants to our organisation will complete an application form.

Short listed applicants will be asked to attend interview.

Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

SCREENING

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested and the Disclosure Certificate received prior to the applicant taking up post.

TRAINING

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.

Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.

Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

SUPERVISION

All staff and volunteers will have a designated supervisor who will provide regular feedback and support.

Every member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff / volunteer.

VAS and membership organisations will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure full implementation.

RESPONSIBILITIES

All staff will understand the need to report child protection concerns about a child or vulnerable adult or a worker's conduct towards a child or vulnerable adult.

All staff understand their responsibility to refer any child protection concerns to the Shetland Island Council, Duty Social Worker, in line with our child and adult protection procedures.

Staff will make referrals in line with the Shetland Inter-Agency Child Protection Procedures which we approve and adopt. We will also comply with Shetland Inter-Agency Adults Support and Protection Procedures.