

# PO221 PROTECTION OF VULNERABLE ADULTS POLICY AND PROCEDURE

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## Policy

### Introduction

CVS Falkirk aims to ensure that any vulnerable adults at risk are protected and kept safe from harm while they are with staff or volunteers of the organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

CVS Falkirk will apply the same process to all prospective volunteers and employees alike.

CVS Falkirk will ensure that all staff and volunteers who are involved in recruitment, training and supervision are aware of this policy and have received appropriate training and support to ensure its full implementation.

## Guidance

### Selection

All applicants will complete an application form. Short listed candidates will be asked to attend at least one interview, and to provide references, which will be taken up prior to confirmation of an appointment. All successful applicants will be Disclosure checked at an appropriate level for their role.

### Screening

All successful applicants will be asked to agree to an appropriate Disclosure. The Disclosure will be requested prior to the applicant taking up the post. Which is subject to the outcome of the disclosure check/PVG membership.

### Training

The successful applicants 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 work. Training on specific topics such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and regularly reviewed/updated.

### Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. Every staff member and volunteer will attend a support and supervision session every 4 to 8 weeks, where their performance, skills, motivation and expectations will be discussed. Support and supervision sessions will be recorded and a copy given to the staff member or volunteer.

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## **Reporting abuse:**

CVS Falkirk understands potential abuse issues concerning employees/volunteers and vulnerable adults at risk must always be referred to the relevant agencies ie social workers and the police, for appropriate investigation.

## **Responsibilities:**

CVS Falkirk recognises that it is the responsibility of everyone within the organisation to comply with this policy and to ensure it is implemented effectively within their roles to keep vulnerable adults safe while they are with staff or volunteers of the organisation.

Related Policies:	PO21 Child Protection		
	PO181 Support and Supervision (Staff)		
	PO186 Support and Supervision (Volunteer)		
Related Documents:	Employee Handbook		
	Volunteer Handbook		
Version:	1:0		
Published:	September 2015		
Review Date:	August 2017	Date Reviewed:	August 2017
Review Date:	August 2019	Date Reviewed:	