

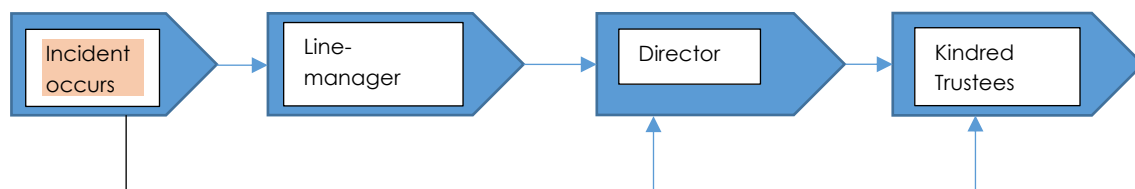
Child & Vulnerable Adults Protection Policy

Kindred Advocacy

Keeping vulnerable beneficiaries safe

Designated Child & Vulnerable Adult Protection Officer	Sophie Pilgrim, Director
Contact details	Mobile 07704268325 Office number 08000315793 Email: sophie.pilgrim@kindred-scotland.org
Deputy Designated Child & Vulnerable Adult Protection Officer	Barbara Wait 07742419712 Linda Black 07714 588 007 Veronica Warrington 07715 905 238
Other contacts	City of Edinburgh, Social Care Direct 0131 200 2324 Child Protection in Fife 03451 551503 Child protection in Midlothian 0131 271 3413 (office hours) or 0800 731 6969 (out of hours) East Lothian Emergency Social Care Service 0800 731 6969
When was the policy last reviewed	April 201, Board meeting
Date of next annual review	Currently under review
Related documents that should be read in conjunction with the safeguarding policy	<ul style="list-style-type: none"> Kindred Handbook Safeguarding guidance: keeping vulnerable beneficiaries safe, May 2018, Scottish Charity Regulator

Flow chart of reporting process



Do not delay:

Report any incident or concern regarding a child or vulnerable adult **immediately** to your line manager, the Director or a Kindred trustee.

1. Reporting template (nominated person, contact details, date for policy review, flow chart or reporting) – ABOVE.
2. Policy statement
3. Kindred's safeguarding procedures (staff responsibilities)
4. Recruitment and selection
5. Training and induction

2. Policy statement

For the purpose of this guidance:

- **A child** is anyone under 18 years of age
- **A vulnerable adult** is anyone over 16 years of age who requires support to protect themselves, their property and their rights

Child & Vulnerable Adult Protection is the action that an organisation takes to promote the welfare of children and vulnerable adults to protect them from harm including physical, emotional, sexual and financial harm and neglect. This includes making sure that the appropriate policies, practices and procedures are put in place.

Abuse can be any of the following:- physical, emotional, sexual or due to neglect.

If you have any concern about a child or vulnerable adult, please report immediately to your line manager or the Director. Research shows that children with disabilities are more vulnerable to abuse. Our advocacy work means that highly sensitive information is often disclosed to us by parents or professionals. Many parents using our service are themselves vulnerable. Protecting children and vulnerable adults is a priority for Kindred. Kindred staff are required to attend safeguarding training once every two years. Where possible, staff should attend training from professionals who have specialist knowledge of families of children and young people with disabilities.

3. Kindred's child & vulnerable adult protection procedure (staff responsibilities):

The Director of Kindred is the designated child & vulnerable adult protection officer and all concerns should be reported to the Director. If the Director is not available, please contact another manager.

- **Be vigilant and prepared to recognise a situation involving abuse.** There is no situation too trivial to discuss with your manager if you are concerned about the wellbeing of a beneficiary. Note that sharing information within Kindred is not a breach of confidentiality.
- **Provide a written trail.** You should inform your manager as soon as possible by telephone or email. If sending an email please copy in the Director. An email will initiate support but will also provide a written record of the disclosure.
- **Note that social work may be informed.** A manager may need to inform the family that a referral has/will be made to statutory services.

- **Collaborate with management decisions.** Kindred's procedure is therefore, where possible, for managers to discuss and decide a course of action. Staff must accept and comply with the course of action proposed by managers.
- **Managers will offer staff support.** Safeguarding incidents are very stressful and distressing, and staff should be aware of the impact on their own wellbeing. Managers will offer staff appropriate support.

4. Recruitment and selection

This policy applies to all applicants, employees, students and volunteers, including Board of Trustees who have regular contact with vulnerable beneficiaries. For those who don't work directly with vulnerable beneficiaries, a basic or standard Disclosure check may still apply.

Kindred's PVG Policy:

- complies with the Disclosure Scotland Code of Practice, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for purposes of assessing applicants' suitability for positions of trust.
- supports the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007.
- complies with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage retention and disposal of Disclosure information.

It is a condition of employment that Kindred completes and receives a satisfactory appropriate level of Disclosure Scotland information for employees (including students and volunteers). Employment cannot be confirmed until the disclosure or PVG Scheme record has been received. This is in addition to and is not a substitute for the full range of existing pre-employment checks.

Where an individual applies for a post and is already in receipt of a PVG Scheme Membership Statement, Kindred will apply for a PVG Scheme Record Update and where there is any vetting information on the update that is not on their Statement, a full PVG Scheme record will be obtained.

An unsatisfactory report may result in a review of your employment with Kindred, and if the results of the report affects to material extent your ability to perform the job Kindred may review future employment and options available. For further information on the PVG scheme and application, please speak to your manager.

Due to the nature of our charity, staff who require a PVG disclosure for their employment are required to complete a PVG disclosure every 3 years.

Basic and Standard Disclosures: Applicants who are not in regular contact with vulnerable groups will not be required or permitted to join the PVG Scheme. You may however be expected to undergo a Disclosure Scotland check as required for the post, prior to commencing employment. There are two Disclosure Scotland checks which may be carried out; basic or standard. The level of check required will be dependent on the role and level of job that the applicant will be undertaking and this will be detailed in the job description. As with PVG disclosures, staff who require a disclosure for their employment are required to complete the relevant disclosure every 3 years.

Usage and Storage: Kindred stores Disclosure Scotland information securely and uses the information solely for the purpose for which it has been provided. Kindred will only process personal data only with the express consent of the individual.

Existing Employees: Although employees will be vetted every 3 years as standard, in the event that Kindred becomes aware of information concerning the conduct or behaviour of any worker within Kindred which it genuinely believes could bring Kindred into disrepute; or in the event that an incident demonstrates unsuitability for further employment which may trigger the disciplinary process, Kindred reserves the right to instigate the Disclosure process in accordance with this policy. Should you be under consideration for listing on the barred list for any reason, interim steps may need to be taken by Kindred where there is a perceived risk to service users and the individual may need to be removed from the situation.

Monitoring: Kindred is subject to an audit at any given time, without notice, by Disclosure Scotland and it is important that you follow this and any other policies and procedures relating to disclosures or the PVG Scheme.

5. Training and induction

Kindred staff are required to undergo child & vulnerable adult protection training every two years. On joining the organisation, a manager will provide training on Kindred's child & vulnerable adult protection policy and ensure that the new staff member is booked for child & vulnerable adult protection training. The Director has attended 2 days of training as Lead Child Protection Officer with the NSPCC (January 2022).

All staff have attended child protection training in 2023.

Sophie Pilgrim
Director
January 2024