



## **Protection of Vulnerable Groups – Adults and Young People Policy and Procedure**

### **Summary**

The organisation has a responsibility to promote and maintain a safeguarding culture. We will promote the health, well-being and human rights of young people and vulnerable adults we come into contact with, enabling them to live free from harm and neglect

As part of this commitment, we will:

- Consider the interests and well-being of all vulnerable persons in all our activities.
- Respect the rights, wishes and feelings of the vulnerable person with whom we are working, dependent on their age, level of maturity and understanding.
- Take all reasonable practical steps to protect them from physical, verbal, sexual and emotional abuse.
- Recognise the fact that all vulnerable people, regardless of age, disability, gender, racial heritage, religious belief and sexual orientation or identity have the right to protection from all types of harm and abuse.
- Follow established and approved procedures in dealing with any issues that arise or confidential disclosures of information regarding any abuse or improper care of a vulnerable person.

### **Procedure**

All employees and volunteers must take action if they suspect abuse has taken place, so that the authorities can investigate and take any action necessary to protect a child, young person or adult.

It is your responsibility to ensure that:

- your actions are suitable at all times
- you follow the rules for the safety and security of vulnerable people
- you follow the process given following a suggestion, discovery or allegation or disclosure of abuse
- any relationship you form with the people you support follows guidance in the relevant role descriptions and Code of Conduct

You must refer your concerns to the designated Protection Co-ordinator (Operations Manager). It is not your role to investigate or to decide whether abuse has taken place or not but to pass on your concerns. The Co-ordinator is available to provide support and discuss your concerns.

You must keep confidential your concerns and only discuss your concerns with relevant people such as the Protection Co-ordinator(s), Protection Director or Social Services.

You must not talk to anyone from the press or media but direct them to appropriate staff.

You must follow any instructions given to you by the Police, Social Services or the relevant authorities.

## **Guidelines**

What to do if you suspect a vulnerable young person or adult is being abused:

- Immediately tell Care and Share Companionship's Protection Co-ordinator, or failing that inform a Board Trustee
- Fill in a Vulnerable Person Protection Safeguarding Form, with details of your concerns. Be clear what is fact, observation or opinion and identify where your information is from, for example other people. Give a copy to your Co-ordinator or a Board Trustee.
- You must make sure that the vulnerable person has access to an adult who is not connected to the allegation or incident.
- Do not promise to keep information confidential, even if the vulnerable person has asked you to keep this information confidential.
- Make sure that no further situation arises, which could cause any further problems to the vulnerable person or to the organisation.

What to do if a young vulnerable person or adult tells you about abuse by someone else:

- Let the vulnerable person speak without interruption and accept what is said.
- Ease any feelings of guilt and loneliness, do not pass judgement.
- Tell them that you will try to offer support.
- Tell them what you are going to do with the information.
- Follow steps as above.

What if you get an allegation concerning the behaviour of any adult or young person in the organisation?

- Immediately tell Care and Share Companionship's Protection Co-ordinator, or if not available a Board Trustee.
- Fill in the Vulnerable Person Protection Safeguarding Form, with details of your concerns. Be clear what is fact, observation or opinion and identify where your information is from, for example other people. Give a copy to your Co-ordinator/ or Board Trustee
- You must try to make sure no-one is placed in a position which could cause further risk to the person(s) alleged to have misbehaved or any other of their associates

## **Training**

All staff and volunteers whose role make it likely they could be in regular contact with young persons or vulnerable people as part of their work should receive appropriate Protection of Vulnerable Groups training.

The organisation will provide opportunities for all workers, paid and unpaid, to develop their skills and knowledge, particularly in relation to the care and protection of vulnerable young persons or adults. The organisation will ensure that vulnerable young persons or adults as well as employees and volunteers are encouraged and enabled to express their ideas and views on a wide range of issues. All will have access to the organisation's complaints procedure.

In addition, if there is any discomfort in reporting to the designated Protection Coordinator, then the complaint should be referred to a Board Trustee.

### **Disclosures and Criminal record checks:**

All staff and volunteers whose role make it expected that they will be regularly responsible and/or unsupervised with vulnerable young persons or adults as part of their work should have completed a 'PVG Disclosure' check as part of their recruitment. Please refer to the Disclosures and Recruitment of Ex-offenders policy for details.

### **Important contacts:**

Protection Co-ordinator

Brenna Nyznik  
Operations Manager  
E : careandsharecompanionship@gmail.com  
Contact : 07535480161

Social Services:  
Contact : 03451 550 099

Policy owner: CSC Operations Manager  
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### **Glossary of Terms**

## **Glossary Terms**

### **Safeguarding**

In Scotland, Safeguarding means protecting people's health, well being and human rights. Thus, enabling them to live free from harm, abuse and neglect.

In our sector we take it to mean protecting at risk vulnerable young persons or adults from harm that arises from being in contact or involved with our programmes, staff and or/volunteers. This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse. This requires us having mature, accountable and transparent systems for response, reporting and being vigilant where risks may arise. These systems must be survivor-centred and also protect those accused until proven guilty.

### **Sexual Abuse**

The term means any actual or attempted abuse of a position of vulnerability or trust for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

### **At Risk Adult/Young Person**

Sometimes referred to as 'a vulnerable person'. That is, any person who is or, may be in need of care by reason of mental or other disability, age or illness; and who is unable to take care of themselves or, anyone who is unable to protect themselves against significant harm and/or exploitation