



Child and Vulnerable Adults Protection Procedure

Sandness Community Development Ltd

1. Introduction

- 1.1 This procedure should be used alongside Sandness Community Development's (SCD) Safeguarding Policy. It sets out how that policy should be applied.

2. Screening of staff or contractors

- 2.1 SCD will clearly identify any role it advertises that is considered to be within the scope of the Protecting Vulnerable Groups (PVG) scheme.
- 2.2 Successful applicants to such roles will be asked to complete a self-declaration form prior to the Disclosure Record being accessed.
- 2.3 Successful applicants will be asked to complete a Disclosure Record (where relevant to the position applied for) prior to the applicant taking up the post.
- 2.4 SCD will keep all roles under review. Should the duties of any role subsequently come within the scope of the PVG scheme a PVG check will be undertaken.

3. Training

- 3.1 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. This will also include relevant SCD policies (such as safeguarding). 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 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.
- 3.2 SCD's Safeguarding Policy and these procedures are mandatory for everyone involved in SCD. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

4. Reporting Abuse

- 4.1 Sandness Community Development Ltd (SCD) understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning workers (paid/unpaid), children, young people and vulnerable adults must always be referred to the child protection agencies (i.e. social work and/or police) for appropriate investigation.



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

5. Monitoring

5.1 The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- changes in Shetland Island Council practice
- as a result of any other significant change or event.

6. Routes for reporting following disclosure

- i. Any concerns should be passed to the Safeguarding lead for SCD (see Safeguarding Policy) or, in his/her absence to the Chair or Vice Chair. They will:
 - a. Inform the teacher or responsible person in charge of the group or, if the disclosure concerns the teacher or responsible person, contact the head teacher or line manager of the school or organisation concerned
 - b. Inform SCD Board of Directors
- ii. Should the disclosure implicate the head teacher or other person employed by the Shetland Islands Council, Social Work department will be informed.
- iii. Should the disclosure implicate all of the Secretary, Chair and Vice Chair, the disclosure should be passed to another SCD Director.
- iv. A record should be made of the child's or vulnerable adult's disclosure and passed on to the appropriate authority. If a copy is kept it will be stored securely.

Signed

A handwritten signature in black ink, appearing to read "B Ashley".

Brian Ashley

Chair: Sandness Community Development Ltd

A handwritten signature in black ink, appearing to read "Sorley Johnston".

Sorley Johnston

Safeguarding Lead for Sandness
Community Development Ltd

Date: 30 April 2024

Review date April 2025