

## Child and Adult Protection Policy Statement

We are committed to safeguarding the welfare of all children, young people and adults. All reasonable steps will be taken to promote safe practices and to protect children and adults from harm, abuse and exploitation.

We will

1. Implement suitable recruitment and enrolment procedures for appointing staff, volunteers and helpers that ensure reasonable steps are taken not to appoint people who are unsuitable to have contact with children and vulnerable adults. This process will also ensure that anyone formally disqualified from working with vulnerable groups will not be either employed by or allowed to volunteer with our group.
2. Ensure that all staff, volunteers and helpers in our group are aware of their responsibility to protect children, young people and adults. A child will be considered to be anyone under the age of 18.
3. Promote the rights of children and adults to be listened to and to be taken seriously so that the child or adult is able to express their views, thoughts and concerns.
4. Ensure that staff, volunteers and helpers are aware of and adhere to our code of conduct, child and adult protection policies and procedures, a copy of which is attached.
5. Ensure that staff, volunteers and helpers understand their responsibility to refer any child or adult protection concerns to the Shetland Islands Council, Duty Social Workers, in line with our protection procedures.
6. Ensure that if the behaviour of a member of staff, a volunteer or a helper towards a child or an adult is a cause for concern we will address this behaviour and ensure the safety of the child or adult. Any such concerns would be reported to the Shetland Islands Council, Duty Social Worker. The Adult Support and Protection Procedures or the Child Protection Procedures would be followed.
7. All organisations should have a named designated person, who is appropriately trained, to inform about disclosures that staff members or volunteers receive.
8. Make referrals in line with the Shetland Inter-Agency Child Protection Procedures and the Adult Support and Protection Procedures which we approve and adopt.

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9. Ensure that staff, volunteers and helpers are provided with support and the opportunities to develop their skills and knowledge in relation to child and adult protection issues. You can discuss training requirements with Workforce Development at 01595 743920 or 01595 744752.

This was adopted as the Child and Adult Protection Policy Statement of

" ....." "

at a Committee meeting on .....

and is certified as a true copy.

Name .....  
(print)

Name .....  
(print)

Signature .....

Signature .....

Committee  
position .....

Committee  
position .....

Date .....

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