

Vulnerable Persons Protection Policy

1. Portsoy Community Enterprise (PCE) believes that the safety of vulnerable persons is paramount, and will take all reasonable steps to ensure the safety of all vulnerable persons within its areas of responsibility. PCE is totally committed to protecting vulnerable persons of all ages from harm by any adult or other vulnerable persons. This Vulnerable Person Protection Policy will be reviewed annually to ensure that there is neither complacency nor negligence in PCE's commitment to protecting vulnerable persons from abuse.

Objectives of the PCE Vulnerable Persons Protection Policy

2. PCE is committed to protecting vulnerable persons from:

Harm from injury, abduction, attack, and emotional distress

Verbal, sexual or physical abuse and bullying

Exposure to inappropriate attitudes, language, materials and actions.
3. Through these objectives PCE is committed to ensuring that all activities involving vulnerable persons are assessed to ascertain the level of risk involved. STBF will then endeavour to establish suitable control measures to eliminate the risk or reduce it to acceptable levels.
4. The PCE Vulnerable Persons Safety Policy will be accessible to all members, and openly available for inspection by other interested parties.

Protecting Vulnerable Persons From Harm and Abuse

Application of the Protection of Vulnerable Groups (Scotland) Act 2007

5. PVG certificates will be needed for all instructors and volunteer helpers where required for the project in hand.
6. If a PVG certificate cannot be obtained for when it is needed the risk assessment in the Annex is to be carried out. Certificates held by individuals under arrangements made by another organisation are not valid for PCE activities. The assessment should take into account certificates held by the individual for another organisation, knowledge of the individual by other instructors, and references from other organisations.
7. Wherever practicable, PCE will ensure no adult has sole charge or unsupervised access to vulnerable persons. Where sole charge or unsupervised access to vulnerable persons is unavoidable it will only be allowed for those with a PVG certificate. In addition, there is to be at least one female adult present whenever female vulnerable persons are present.

8. Any instance of inappropriate behaviour that causes harm or exposes a vulnerable person to harm is to be immediately reported to the Chairman of PCE, who is to carry out an investigation. As appropriate, the Chairman may take no action, move the offender from a vulnerable person care position, dismiss the offender from PCE, or make a formal complaint to the Police.

Organisation of Activities

9. PCE activities must be arranged and managed by responsible and suitable adults who have relevant qualifications, expertise and experience. Adults supervising vulnerable persons must not be under the influence of alcohol or drugs, and must be medically fit. All people working with vulnerable persons must know all emergency procedures and the location of the nearest First Aid point. Any accidents must be reported to the PCE Project Leader and an Accident Book is to be maintained.
10. **Work Areas.** Work areas must have adequate lighting and ventilation. Entry and exit must be controlled and supervised, and all exits and fire exits must be clearly labelled. The areas must have toilets and running water within a reasonable distance, and provision must be made for safe and regular disposal of rubbish. A suitable level of adult supervision must be present at all times
11. **Activities.** Each activity is to be limited to a safe maximum number of vulnerable persons. PCE is committed to the equality of opportunity for all vulnerable persons, and will make provision for those with disabilities to actively participate in its events. All activities are to be subject to a risk assessment.
12. **Management of Vulnerable Person Behaviour.** All instructors and volunteer helpers must be conversant with procedures for discipline and dealing with uncooperative vulnerable persons. PCE will not accept disruptive or unruly behaviour from any vulnerable person that spoils the enjoyment by others. In addition, bullying and physical abuse from one vulnerable person to another will not be tolerated. Corporal punishment (smacking, slapping and shaking) and practices that threaten, frighten or humiliate vulnerable persons must not be used.
13. **Visitors.** Visitors to PCE are to be escorted by a member of staff at all times when in a PCE work area.
14. **Confidentiality of Vulnerable Person Records.** Any records of vulnerable person training and performance prepared by the instructors will be retained by the PCE Project Leader. Access to the records will be restricted to the adult members of staff. Assessments of performance, attitude and development of skills made on the vulnerable persons are to be discussed with them in private. Individual vulnerable persons will be given copies of all the records kept on them. A vulnerable person's records will not be discussed with other vulnerable persons.

Risk Assessment To Be Applied When No PVG Certificate Is Held

1. Where projects require participant's PVG clearance, these should be cleared before beginning work with PCE. However, there will be occasions where they cannot be reasonably cleared in time. On those occasions the following procedure is to be carried out before they begin work with the PCE.
- 2.

	Question	Answer is Yes	Answer is No
1	Do PCE members know the applicant?	See Question 2	See Question 2
	Does the applicant have PVG certificate for any other organisation?	See Question 3	See Question 3
3	Does the applicant have at least 2 creditable references?	Employ the applicant, but applicant not to be left alone with vulnerable persons.	See Question 4
4	Can PCE employ another person?	Employ the other person, subject to Disclosure Scotland procedures.	Cancel the work