



Protecting Vulnerable People

Pillar Kincardine aims to ensure that any vulnerable adults within the meaning of the Adult Support and Protection (Scotland) Act 2007 are protected and kept safe from harm while they are with the organisation. We recognise the lead role of our local Adult Protection Committee and will follow the Grampian interagency guidelines as they apply to Pillar Kincardine.

In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised, and that there are procedures in place for reporting suspected or actual abuse. All paid and voluntary staff will therefore come into the organisation via the following.

Selection

- All applicants to our organisation will complete an application form.
- Short listed applicants will be asked to attend for interview.
- People attending for interview will be asked to provide proof of identification such as a photo driving licence or passport.
- Short listed applicants will be asked to provide two references and these will always be taken up prior to confirmation of an appointment.

Screening

- Where relevant to the post, the successful applicant will be subject to a CRBS enhanced disclosure.
- Disclosures will be requested prior to the applicant taking up post.

Training

- 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.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practising skills needed for their work.
- Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers, and will be regularly reviewed.

Supervision and Review

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
- Every member of staff and volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed.
- Annual reviews will be minuted and copies made available to the member of staff/volunteer.

Reporting Suspected or Actual Abuse

- Where it is suspected that a member of Pillar Kincardine is being abused in any way, this will be reported to the appropriate authority without reasonable delay.
- Pillar Kincardine staff will follow the suggested procedure under the Grampian Interagency Policy for the Support and Protection of Adults at Risk of Harm which can be found on page 14 and 15 of the policy document:
<http://www.aberdeenshire.gov.uk/about/departments/SupportProtectAdultsAtRiskOfHarmExecSummary.pdf>

Pillar Kincardine will ensure that all staff 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