



Children and Vulnerable Individuals Safeguarding Policy

February 2021

Introduction

This policy relates to safeguarding 'vulnerable individuals' by which we mean children and vulnerable adults.

For the purposes of this policy:

- a child is anyone under 16 years of age
- a vulnerable adult is anyone aged 16 or over who is unable to safeguard themselves, their property and their rights.

Adults aged 16 and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult may be vulnerable if he/she:

- has a learning or physical disability; or,
- has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or,
- has a reduction in physical or mental capacity; or,
- is in the receipt of any form of healthcare; or,
- is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

This policy applies to all staff, members and volunteers or anyone working on behalf of Creative Crieff.

The purpose of this policy:

- A. To protect children and vulnerable individuals who receive benefits or services or come into contact with Creative Crieff and its services. This includes children of adults who use our services;
- B. To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and protection of children and vulnerable persons.

Creative Crieff believes that children or vulnerable individuals should never experience abuse of any kind. We take seriously our responsibility to promote the welfare of all children and vulnerable individuals and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance provided by the NSPCC that seeks to protect children and vulnerable individuals and relevant law to include the Protection of Vulnerable Groups (Scotland) Act 2007.

This policy should be read alongside our other policies and procedures, but specifically on:

- Code of Conduct for Staff, Board Members and Volunteers;
- Managing allegations against Staff, Board Members and Volunteers;
- Equal Opportunity Policy; and,
- Health and Safety policies.

Creative Crieff recognises that:

All children, young adults and vulnerable individuals regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse including physical, emotional, sexual and financial harm and neglect. We are committed to working together with vulnerable individuals, their parents, carers and other agencies in order to promote the welfare of all young and vulnerable persons.

Creative Crieff seeks to keep vulnerable individuals safe by:

- A. Adopting child, young persons and vulnerable persons protection and safeguarding practices through procedures and code of conduct for staff, board members and volunteers;
- B. Ensuring that all Board members, staff, professionals employed or volunteering at our events, workshops or outreach programmes are properly certified under the PVG scheme;
- C. Providing effective management and oversight for staff, board members and volunteers through supervision, support and quality assurance measures;
- D. Using our procedures to manage any allegations against staff, board members or volunteers appropriately;
- E. Ensuring that we have effective complaints procedures in place;
- F. Ensuring that we provide a safe physical environment for all children, vulnerable persons, staff, board members and volunteers by applying health and safety measures in accordance with the law and regulatory guidance.

Child and Vulnerable Persons Safeguarding Officer & Contact Details:

Creative Crieff will appoint and maintain a Child, Young Adult and Vulnerable Persons Safeguarding Officer who will be responsible for ensuring that all our staff and procedures are up to date, as well as being the main point of contact for all enquiries and complaints.

Contact person: Graham Scougall

Email Address: scoogz@creativecrieff.org

Phone Number: 07865644113



Responsibilities and Reporting

Creative Crieff is committed to ensuring that any safeguarding issues or concerns that arise in connection with vulnerable individuals who is volunteering for the charity or is benefiting from services delivered by Creative Crieff.

Every Trustee, member, volunteer and staff member has a duty to report any incidents of actual or alleged abuse or suspicions of abuse of a vulnerable individual to the Safeguarding Officer or to a Trustee as soon as becoming aware to include where these do not involve a Trustee, volunteer or member of staff, but are in relation to a third party.

The Safeguarding Officer in discussions with the Board of Trustees will determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will ensure that suitable steps are taken as a result of any investigations which may include contacting the Police and reporting the incident to the Office of the Scottish Charity Regulator as a Notifiable Event.

Creative Crieff will investigate all suspicions and allegations and will strike a balance between the need to protect vulnerable individuals and the need to protect Trustees, staff, volunteers and other third parties from false or unfounded accusations.

Information about any allegations and suspicions of abuse will be shared with the appropriate parties on a 'need to know' basis. Documentation related to allegations or suspicions and any related investigations and will be stored securely as agreed by the Board of Trustees. It will be accessible only to those with appropriate knowledge of the suspicions/allegations and those who are legally required to have access to this information.

In emergency circumstances (for example where there is certain immediate and significant danger to an individual or a criminal act that has been witnessed), an individual should make referrals to Police Scotland, Social Services or other appropriate authorities themselves prior to consulting with the Board of Trustees. Where this is necessary, the Safeguarding Officer and The Board of Trustees should be informed immediately afterwards.

Creative Crieff is committed to reviewing its policy and good practise annually.