Child & Vulnerable Adult Policy

BOLT&HEEKS CONSTRUCTION

Policy Statement

It is the responsibility of all of us to prevent the physical, sexual or emotional abuse of every member of our community, and particularly the abuse of those most vulnerable among us, including children and vulnerable adults.

Scope of Policy

All staff who may come into contact with children and vulnerable adults during the course of their work.

Purpose of this Policy

It is the aim of Bolt & Heeks to ensure that staff working around children and vulnerable adults understand their obligations.

Obligations

- All staff working around young people or vulnerable adults must have enhanced Disclosure and Barring Service (DBS formerly CRB) clearance.
- All staff must be made aware of their responsibilities regarding child protection and the contents of this policy before they start working around young people or vulnerable adults
- Staff should avoid working alone in the presence of young people and vulnerable adults wherever possible; however, if this cannot be avoided, staff should arrange to work within sight of another staff member
- Any incident or allegation involving a young person or vulnerable adult must be recorded thoroughly including dates, times and any details of witnesses

Specific behaviour not allowed

- Sexual, emotional or physical abuse
- Exclusive or secretive relationships
- Staff taking project users to their home
- Borrowing of monies
- Giving gifts

Any gifts received must be recorded

Monitoring

The policy will be reviewed annually by Alan Williams, Managing Director

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Guidance

Responding to a report of abuse from a young person or vulnerable adult:

DO	• Treat any allegation extremely serious and act at all times towards the young person or vulnerable adult as if you believe what they are saying • Tell the young person or vulnerable adult that they were right to tell you • Reassure them that they are not to blame • Be honest about your own position; you cannot keep this a secret and tell them why • Tell the young person or vulnerable adult what you are doing and when, and keep them up to date with what is happening • Take further action- you may be the only person able to prevent further abuse. Tell the contracts manager • Write down everything said and what was done

DON'T	• Make promises you cannot keep • Interrogate the young person or vulnerable adult. It is not your job to carry out an investigation; that is up to the relevant agencies • Cast doubt on what the young person or vulnerable adult is saying or interrupt or change the subject • Say anything that makes the young person or vulnerable adult feel responsible for the abuse • Do nothing. Report it to the Contracts Manager who will know how to follow the matter up • Put words into the young person's mouth; let them tell you what happened; just listen

Always bear in mind that fear, whether in children or vulnerable adults, puts people off reporting wrongdoing so you need to be sympathetic in your dealings with the child or vulnerable adult.

Remember, you must report the incident to the Contracts Manager for referral to the appropriate authority. It is not your job to carry out and investigation, that is up to the relevant agencies.

Alan Williams
Managing Director
January 2015

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