

# CULBOKIE COMMUNITY TRUST



## Protection of Vulnerable Adults Policy

*Every individual has the right to feel safe from harm and prejudice.*

This policy is designed to reflect the Adult Support and Protection (Scotland) Act 2007. The Act uses the term “harm” to replace the word “abuse”. The Act defines the word “harm” in the following way:

Harm is defined as including all harmful conduct and, in particular, includes

- Conduct which causes physical harm;
- Conduct which causes psychological harm (for example by causing fear, alarm or distress);
- Unlawful conduct which appropriates or adversely affects property, rights or interests (for example; theft, fraud, embezzlement or extortion);
- Conduct which causes self harm.

### 1. Introduction

The characteristics of adult harm can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries.

There may be some situations where victims are unaware that they are being harmed or have difficulty in communicating this information to others.

### 2. Aim of Policy

The aim of this policy is to ensure that any protected adult is kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

### 3. Responsibilities

All volunteers and members of staff have a responsibility to be aware of this policy and to report to the Chair or the collective Board of Directors any suspicions that they might have concerning potential harm to protected adults.

### 4. Definition

A protected adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is frail
- Has a mental illness including dementia
- Has a physical or sensory disability

- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

## **5. Rights of Protected Adults**

The protected adults have the right to:

- be made aware of this policy
- to have alleged incidents recognised and taken seriously
- to receive fair and respectful treatment throughout
- to be involved in any process as appropriate
- to receive information about the outcome

## **6. Recruitment and training of staff and volunteers**

Culbokie Community Trust recognises that anyone may have the potential to abuse vulnerable adults in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with vulnerable adults. Preselection checks must include the following:

- All staff and volunteers wishing to lead activities involving vulnerable adults should make a written application to CCT including information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with vulnerable adults. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

## **7. Records Retention**

The following records with direct relevance to the Protection of Vulnerable Adults will be securely retained for at least 25 years at the Registered Office:

- training records
- job applications
- the results of the CRB checks
- safeguarding risk assessments
- records of complaints and suspicions of breaches of the Protection of Vulnerable Adults

**This Policy was adopted at a meeting of the Culbokie Community Trust on 4 November 2014**

**Signed:**

Policy amended on 25<sup>th</sup> February 2019  
4<sup>th</sup> September 2023

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Registered Scottish Charity SC045867  
Registered office: Frame Kennedy, Metropolitan House, 31-33 High St, Inverness. IV1 1HT