



## Child and Adult Protection Policy

We are committed to safeguarding the welfare of all children, young people and adults. All reasonable steps will be taken to promote safe practices and to protect children and adults from harm, abuse and exploitation.

We will:

1. Implement suitable recruitment and enrolment procedures for appointing staff, volunteers and helpers that ensure reasonable steps are taken not to appoint people who are unsuitable to have contact with children and vulnerable adults. This process will also ensure that anyone formally disqualified for working with vulnerable groups will not be either employed by or allowed to volunteer with our group.
2. Ensure that all staff, volunteers and helpers in our group are aware of their responsibility to protect children, young people and adults. A child will be considered to be anyone under the age of 18.
3. Promote the rights of children and adults to be listened to and to be taken seriously so that the child or adult is able to express their views, thoughts and concerns.
4. Ensure that staff, volunteers and helpers are aware of and adhere to our code of conduct, child and adult protection policies and procedures, a copy of which is attached.
5. Ensure that staff, volunteers and helpers understand their responsibility to refer any child or adult protection concerns to the Shetland Island Council, Duty Social Worker, in-line with our protection procedures.
6. Ensure that if the behaviour of a member of staff, a volunteer or a helper towards a child or an adult is a cause for concern we will address this behaviour and ensure the safety of the child or adult. Any such concerns would be reported to the Shetland Islands Council, Duty Social Worker. The Adult Support and Protection Procedures or the Child Protection Procedures would be followed.
7. Have a designated person to inform about disclosures that staff members or volunteers receive.
8. Make referrals in line with the Shetland Inter-Agency Child Protection Procedures and the Adult Support and Protection Procedures which we approve and adopt.
9. Ensure that staff, volunteers and helpers are provided with support and the opportunities to develop their skills and knowledge in relation to child and adult

protection issues. You can discuss training requirements with Workforce Development at 01595743920 or 01595744752

Review Date :- March 2025

This was adopted as the Child and Adult Protection Policy of The Swan Trust at a Trustee Committee meeting on 05/03/2024 and is certified as a true copy.

Signature

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Name: David Goodlad

Committee Position: Swan Trust Chairperson

Signature

A handwritten signature with a prominent horizontal stroke at the top and a large, stylized 'T'.

Name: Thomas Allan

Committee Position: Swan Trust Vice-Chair