



## PROCEDURES FOR THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Interlink will implement its policies on the protection of children & young people and vulnerable adults by:

- 1) RAISING AWARENESS/PREVENTION:** Interlink will ensure that all staff and volunteers are aware of the issues in the protection of children and vulnerable adults, the problem of abuse and the risks.

**Training:** - all Trustees, staff and volunteers have access to relevant training. Where appropriate this training will be written into the induction programme for new staff/volunteers and incorporated into continuous professional development for existing staff/volunteers.

Interlink's NAMED PERSONS\* have access to level 3 training.

**Information:** - Policies and procedures on safeguarding children & young people and the protection of vulnerable adults are available in staff handbooks. Other relevant information (reviewed and updated annually by the NAMED PERSONS) is kept in a shared electronic folder and in Interlink's library. The NAMED PERSONS will provide information updates at staff meetings, PEG meetings or via email.

**Risk Assessment/  
Management:**

Risk assessments will be undertaken by the NAMED PERSONS, in consultation with other staff, using an agreed pro-forma.

Risk will be managed through training and the sharing of good practice, via Practice Exchange Group (PEG) meetings for staff.

Staff and volunteers are trained to minimise the

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risk to children and young people and vulnerable adults and against false allegations made against themselves.

- 2) REPORTING:** Interlink will ensure that all staff, volunteers and learners are clear about what steps to take where concerns arise regarding the safety of children, young people and vulnerable adults.

Concerns should be raised with the **NAMED PERSONS:**

The NAMED PERSON for Safeguarding Children and Young People is:  
Emma Rees (Children and Young People Partnership Development Officer)

The NAMED PERSON for the Protection of Vulnerable Adults is:  
Ann Philpott (Acting Support Services Manager)

*(These arrangements to be reviewed March 2009)*

Concerns will be recorded on an agreed pro-forma and records are kept securely, within a locked cabinet, in the office of the Acting Support Services Manager.

- 3) RESPONDING TO ALLEGATIONS OR SUSPICIONS:** Interlink will ensure that action is taken to support and protect children and young people and vulnerable adults where concerns arise regarding possible abuse.

The NAMED PERSONS will be responsible for reporting to statutory authorities.

#### **4) PHOTOGRAPHS**

Staff members will follow the Photography flowchart provided and obtain consent from parents/carers/guardians prior to photographs, video being taken. The standard permission form should be used.

As a matter of principle – service users will be asked to contribute to the procedures to raise awareness of how they would like situations to be handled

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