

## **Screen Memories**

### **Protected Adult Protection Policy**

This policy applies to regulated work with protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

Screen Memories aims to ensure that all children and protected adults are kept safe from harm while they are with staff or volunteers in our organisation.

In order to achieve this, we will ensure our staff and volunteers are carefully selected, vetted, trained and supervised.

### **Selection**

- All applicants to our organisation will complete an application form
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- The successful applicant will be asked to complete a self-declaration form prior to the Disclosure Record being accessed.

### **Screening**

All successful applicants will be asked to complete an application to obtain or update a PVG Scheme Record prior to taking up the post.

### **Training**

The successful applicant will receive an overview of the organisation to ensure they know and agree to its purpose, values, services and structure.

Training on specific areas such as Health and Safety procedures, Identifying and Reporting Abuse, and Confidentiality will be given as a priority to new volunteers and will be regularly reviewed.

## **Reporting Abuse**

Screen Memories understands that in addition to making a referral (a written report) to Disclosure Scotland, child protection issues must always be referred to the child protection agencies (ie social work and/or police) for appropriate investigation. Any issues of a criminal nature will be reported to the police.

Screen Memories will ensure that everyone involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

## **Legal issues**

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds have been met.

Further information can be obtained from Volunteer Scotland

<http://www.volunteerscotland.net/disclosure-services/> and Disclosure Scotland

<https://www.disclosurescotland.co.uk/>