



### **Adults Support and Protection**

Advocacy Western Isles aims to ensure that any vulnerable adult (16+), is protected and kept safe from harm while they are with staff in the organisation. To achieve this, the organisation will ensure that staff are carefully selected, screened, trained, supported and supervised by the Operations Manager, supported by the Management Committee.

#### **Selection**

- All applicants complete an application form confirming minimum qualifications/training/experience
- Short listed applicants are asked to attend an interview
- Short listed applicants are asked to provide references, and these are always taken up prior to confirmation of an appointment

#### **Screening**

- Where relevant to the post, the successful applicant will be asked to agree to a PVG. PVGs are requested prior to the applicant taking up the post

#### **Training**

- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, systems and structure
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse, confidentiality, child protection and adult support and protection training will be given as a priority to new staff and will be regularly reviewed.

#### **Supervision**

- All staff will have a designated supervisor who will provide regular feedback and support
- In the first instance, all staff report to the Operations Manager
- Every member of staff will have an annual review, where their performance, skills, motivation and expectations will be discussed. Notes will be made during annual reviews and copies made available to the member of staff/volunteer.

It is the responsibility of Advocacy Western Isles to support access to protective services by reporting maltreatment of a vulnerable adult as mandated by law.

All appointed staff will familiarise themselves with the Code of Practice, Statement of Principles, Code

of Conduct for working with children and any other relevant policies, procedures and statutory directives.

Non-professional employees and volunteers who have reason to believe a vulnerable adult has been maltreated should report to a professional Advocacy Western Isles staff member, who should then report through the outlined procedure.

Advocacy Western Isles maintains several policies and procedures geared towards abuse prevention which include but are not limited to:

- Criminal Background Checks (PVG) – Recruitment policies
- Employee Disciplinary Process
- Appropriate support and supervision
- Continuing training for staff and volunteers
- Monitoring and evaluation - Appraisals
- Vulnerable Adult Reporting and procedures
- Child Protection

**Procedure**

RESPONSIBILITY	ACTION
Staff and Volunteers	<ol style="list-style-type: none"> <li>1. Report instances of suspected/alleged maltreatment and/or abuse to an Advocacy Western Isles staff member, the Operations Manager. If the Operations Manager is not available, the Adult Protection procedures on the AWI Adult Protection flowchart needs to be followed</li> <li>2. If a person makes a disclosure, record information accurately (verbatim if possible)</li> <li>3. Clarify safety issues and ensure individual is safeguarded appropriately</li> <li>4. AWI ensures that it follows Western Isles Adult support</li> </ol>
Management Committee	<ol style="list-style-type: none"> <li>1. Instigate regular reviews (12 monthly) of this policy</li> <li>2. Support and ensure appropriate training for staff and volunteers</li> <li>3. Ensure everyone adheres to the Adult Support and Protection policy</li> </ol>

Advocacy Western Isles will ensure that staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received training/support to ensure full implementation. AWI reviews this policy annually.

Reviewed by Policy and Procedures Sub-Committee: September 2018

Next review: September 2019