

LEICESTERSHIRE AIDS SUPPORT SERVICES
CHILD AND VULNERABLE ADULT POLICY AND PROCEDURE
OCTOBER 2008

LASS fully recognises its responsibilities for child and vulnerable adult protection.

Our policy applies to all staff, trustees and volunteers working for LASS. There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable adults.
2. Raising awareness of child/vulnerable adult protection with staff and service users.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting service users who have been abused, in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children and vulnerable adults can feel comfortable and gain appropriate advice and skills as required.

We recognise that because of the regular contact with some children, vulnerable adults and families, LASS staff are well-placed to observe the outward signs of abuse. LASS will therefore

- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know that there are adults at LASS whom they can approach if they are worried.
- Include opportunities in one to one or group discussion for children and vulnerable adults to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board or the Adult protection Board and take account of the guidance issued by the Department for Children, Schools and Families and the Local Councils, health and police in relation to vulnerable adults and child protection to ensure;

- We have a designated senior person for child protection who has received appropriate training and support for this role.
- We have a nominated trustee responsible for child / vulnerable adult protection.
- Every member of staff (including temporary staff and professional visitors), volunteers and all trustees know the name of the designated senior person responsible for child and vulnerable adult protection and his/her role.
- All staff and volunteers understand their responsibilities in being alert to the signs of abuse and for referring any concerns to the designated senior person responsible for child / vulnerable adult protection.
- Parents and carers have an understanding of the responsibility placed on LASS for child/vulnerable adult protection.
- We notify social services if there is concern in relation to an unexplained unavailability to LASS of a child on the child protection register or of a vulnerable adult.
- We develop effective links with relevant agencies and co-operate as required with their enquiries regarding child / vulnerable adult protection matters, including attendance at case conferences if requested.
- Written records are kept regarding concerns about children, even where there is no need to refer the matter immediately.
- All records are kept securely and in locked locations.
- Procedures have been developed where an allegation is made against a member of staff, volunteer or service user.

- Safe recruitment practices are always followed and that those staff and volunteers, having responsibility for children or young people under the age of 18 years old, have an 'Enhanced Disclosure' from the Criminal Records Bureau.

LASS will liaise with other agencies that support a child or vulnerable adults such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.

LASS will ensure that where a child on the child protection register or a vulnerable adult informs LASS that they are leaving an address, LASS will liaise with the child's/vulnerable adult's social worker.

LASS Document Control		
Approved by:		

Signature:		
Board Responsibility:		
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