



NEWSTART EDUCATION CENTRE

Child & Vulnerable Adults Protection Policy

Introduction

It is the policy of Newstart Education Centre to safeguard the wellbeing of young people and vulnerable adults participating in its programme and service provision.

Newstart will undertake the formal checking procedures for staff and volunteers prior to commencing work with young people and vulnerable adults. This procedure will include the following:

- Two character references
- Access Ni Checks – These checks are carried out every 3-5 years of continued employment. If Employment breaks occur and employee who is re-employed before this time frame will be re-checked automatically.

Following selection, induction, training and ongoing line management supervision will be provided for successful applicants. The purpose of these post-selection inputs is to ensure workers and volunteers are sensitive and alert to child protection / vulnerable Adult issues. Newstart has a clear view in relation to the interface between client confidentiality and child / vulnerable adult protection; this view adheres to the legal principle that the welfare of the child / vulnerable adult is paramount.

Harm is identified as concern re' sexual abuse, physical abuse, emotional abuse and/or neglect.

The following procedures are to be invoked in cases where the worker is advised or suspects cases of the above:

- a) The designated officer is to be informed at the earliest opportunity;
- b) The concerns are to be recorded in the appropriate file/s;
- c) The designated officer will inform Social Services' duty Officer;
- d) Any other relevant party is to be informed.

In cases where concerns may be vague or unclear, the designated officer will contact the relevant agency for advice and information. This will all be recorded as necessary in appropriate file.

Children / vulnerable adults and parents / guardians will be advised of Newstart's child /vulnerable adult protection obligations prior to the commencement of programmes and after the initial meeting takes place.

It is the established policy of Newstart that at least two staff members are on site during the hours of service provision.

Staff who comply with Newstart's policy and procedures in reporting a suspected case of abuse are acting in the course of their employment. In such circumstances, and where they acted in good faith, they will receive the full support of the Organisation and Management Committee. Individual staff will not be held legally or financially responsible following such actions.

Newstart aims to create an inclusive environment where everyone feels safe. Therefore we are committed to zero tolerance of bullying. In order to promote a positive social culture, violent and/or aggressive behaviour and all forms of harassment and/or bullying are unacceptable. Therefore we have adopted a number of policies to ensure further protection of Children / Vulnerable Adults. These include:

- 1) Anti-Bullying policy;
- 2) Harassment policy;
- 3) Dignity at Work policy;
- 4) Promoting Positive Behaviour policy.

All policies and procedures will be monitored regularly with a view to identifying and dealing with any issues of concern and/or legislative or policy developments.