



Connecting the Community
Scottish Charity no SCO13502

Linlithgow Link Voluntary Group

Policy on Protecting Vulnerable People

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

Linlithgow Link Voluntary Group (hereafter referred to as Link) is a CRBS enrolled organisation accessing Disclosure Records for the purpose of assessing an individual's suitability for paid and/or unpaid work.

Link aims to ensure that any vulnerable person, whether a young person or vulnerable adult, is protected and is kept safe from harm while they are with Link staff or volunteers. In order to achieve this, Link will ensure all staff and volunteers are carefully selected, screened, trained and supervised.

Selection

- All applicants will complete an application form
- Short listed applicants and prospective volunteers will be asked to attend an interview
- Short listed applicants and prospective volunteers 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

The successful applicant will be asked to complete a Disclosure Record (relevant to the position applied for) 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, services 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 work.
- Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

Supervision

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
- All staff will attend participate in an annual appraisal meeting, where their performance, skills, motivation, development and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff.

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.

Link will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.