 The Kingfisher Club Office

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**Policy No. 8b**

 **The Kingfisher Club Policy on Protecting Vulnerable People**

The Kingfisher Club aims to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff in this organisation. In order to achieve this we will ensure our staff are carefully selected, screened, trained and supervised.

**Selection**

1. All applicants to our organisation will complete an application form.
2. Short listed applicants will be asked to attend interview.
3. Short listed applicants will be asked to provide references if appropriate/necessary and these will always be taken up prior to confirmation of an appointment.

**Screening**

1. The Scottish Social Services register will be checked for status
2. The successful applicant will be asked to agree to a PVG enhanced disclosure and submit a self declaration form.

**Training**

1. 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.
2. 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 their work responsibilities.
3. 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 will be regularly reviewed.

**Supervision**

1. All staff will have a designated supervisor who will provide regular feedback and support.
2. Every member of staff will be involved in their reviews, where their performance, skills, motivation and expectations will be discussed. Formal reviews will be recorded and copies made available to the member of staff.

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