

Vulnerable Adults Policy

1. Introduction

Reigate & Banstead Community Radio Ltd, trading as Redstone FM (the Company) is committed to providing a safe and secure environment for vulnerable adults to participate in the operation of the radio service or take part in structured training programmes.

The aim of this policy is to:

- outline the procedures for staff and volunteers to contribute to the prevention of abuse of vulnerable adults through raising awareness
- provide a clear framework for action when abuse is suspected,
- protect the vulnerable adult and the member of staff/volunteer, recognising the risks involved in lone working.

The policy covers all staff and areas of work with specific guidance for projects regularly in contact with vulnerable adults.

2. Vulnerable Adults

The definition of a vulnerable adult is

“a person aged 18 or over who has a condition of the following type:

- a substantial learning or physical disability;
- a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or
- a significant reduction in physical or mental capacity.”

Source: The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002

3. Rights and Responsibilities

The responsibilities of the Company are:

- To ensure staff and volunteers are aware of the adult protection policy and are adequately trained
- To notify the appropriate agencies if abuse is identified or suspected
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
- To CRB check volunteers and employees who have access to or work with Vulnerable Adults

The responsibilities of the Company's staff and employees are:

- To be familiar with the adult protection policy and procedures
- To take appropriate action in line with the policies of the Company.

The Vulnerable Adult has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

4. Good Practice

Recruitment of staff and volunteers who will be responsible for vulnerable adults

Follow the Company's recruitment procedures and policies, including:

- Risk assessment of role to assess need for CRB Disclosures
- Completion of an application form
- References are checked thoroughly including appropriate disclosure
- All staff and volunteers have a duty to declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal

Training

Familiarisation with all the Company's policies and procedures during induction and further training, dependent on nature of the role (including for example risk assessment & management, types of abuse, recognising signs of abuse, keeping appropriate records and listening skills)

Management and Supervision

It is the Station Manager's responsibility to clarify with the member of staff or volunteer their roles and responsibilities regarding their relationships with vulnerable adults with whom they may be in contact. Regular supervision for staff and volunteers will monitor the work and offer the opportunity to raise any issues.

Record Keeping

There should be a written record of any concerns. This confidential information will be kept in a locked drawer by the Station Manager and will be kept for as long as deemed necessary.

Policy approved 6 April 2009