



A Scottish Charitable Incorporated Organisation



## **ADULT PROTECTION POLICY**

Issued 23 January 2023

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records. This policy applies to regulated work with protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007.

Bertie Bus aims to ensure that all protected adults are kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our volunteers are carefully selected, screened, trained and supervised.

### **SELECTION**

All positions within Bertie Bus are voluntary.

The selection process is as follows:

- Prior to joining the organisation, applicants will have a discussion with a Trustee about the roles available (Driver, Passenger Assistant, and/or Trustee), covering what is involved, necessary skills, etc, to establish the applicant's preference and suitability. Potential drivers will be taken on a trial drive. Either party will be able to decide if the application continues.
- Applicants will then be asked to complete a Disclosure Record application.

### **SCREENING**

The applicant will be asked to complete a Disclosure Record (relevant to the position applied for) prior to taking up the post.

### **TRAINING**

The new volunteer will receive induction training, which will give an overview of the organisation to 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 Group Leaders and the Bus Convener will be responsible for monitoring the performance of their Passenger Assistants and Drivers respectively. Feedback to individuals will be given where appropriate, and where common issues occur, they will be addressed by relevant training, after agreement with the Board of Trustees.

## **REPORTING ABUSE**

Bertie Bus has a Safeguarding Policy to protect all who travel on Bertie Bus.

Any issues of a criminal nature will be reported to the police.

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

## **LEGAL ISSUES**

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.

## **ADMINISTRATION**

The Chair of Bertie Bus is responsible for the administration, revision, interpretation, and application of this Policy. The Policy will be reviewed annually and revised as needed.

**APPROVED BY TRUSTEES AT A MEETING ON 23 January 2023**