

## **Personnel & Vulnerable Persons Protection Policy (PVPPP)**

### **Policy Statement**

Cowan Consultancy Ltd aims to take all reasonable measures to ensure that vulnerable persons (including children and vulnerable adults) are protected from harm. All vulnerable persons regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse. We are committed to safe recruitment for staff who are likely to be in contact with children or other vulnerable persons.

### **Policy aims**

The policy is based on and reflects the principles of both UK legislation and guidance and international agreements. Cowan Consultancy will abide by existing regulatory requirements and legislation.

Cowan Consultancy aims to safeguard vulnerable persons, particularly children, by ensuring that all staff are aware of the risks to and the needs of children and vulnerable adults with whom they have contact. The policy aims to make clear the actions required and raise awareness of the following:

- **Categories of abuse**
- **Statement of principles**
- **Reporting and recording concerns**
- **Recruitment and selection of staff**

### **Principles in providing and promoting the welfare, safety and protection of children and vulnerable adults**

Cowan Consultancy recognizes that protection of all vulnerable persons is a shared responsibility with joint working between agencies and professionals with a clear commitment from senior managers and effective information sharing among all agencies. There must be clear lines of accountability within the organization and staff training and continuing professional development so that staff have an understanding of their roles and responsibilities to safe guard children and vulnerable adults.

These principles include:

- Treating children and vulnerable adults with dignity and respect
- Raising awareness of good practice in protecting children and vulnerable adults from harm
- Establishing effective and open procedures in responding to accidents, complaints or concerns so that they can be shared and dealt with promptly. All incidents should be reported to the Designated Officer or Managing Director and recorded
- Adopting and applying safe recruitment practices for all staff

### **Recruitment and selection of staff**

Cowan Consultancy follows guidelines to promote good practice in recruitment and selection of staff.

- By ensuring that all staff who come into contact with children and vulnerable adults undergo an enhanced Criminal Records Bureau check (CRB) prior to starting work. The original copy has to be checked. All documents provided such as birth or marriage certificates must be original documents.
- All potential staff will be required to provide references and be interviewed. Certificates of qualification will be required; references will be followed up.
- All staff will be required to read the appropriate documents related to child abuse and attend training sessions as necessary.

### **Measures to safeguard children and vulnerable groups**

Staff will

- take all reasonable steps to protect children and vulnerable adults from hazards
- take appropriate action if an accident occurs. The normal accident recording and reporting procedure applies as set out in the Site H&S manual
- strictly observe the guidelines within the policy
- take all reasonable steps to prevent abuse
- report any incident or suspicion of abuse

Staff should try to ensure that they are not alone with children. This is as much as to protect the member of staff as the child/adult.

It is important that staff do not engage in behaviour which could be misinterpreted.

In order to protect staff from misguided allegation, no photographs will be taken on site without express permission.

### **Monitoring and Review**

The policy will be reviewed where there are significant changes to legislation or regulation and or deficiencies or failure in the policy as a result of complaints or investigation.

David Button  
09/08