**John Logie Baird ELCC**

**Protecting Vulnerable People**

We aim to ensure that any vulnerable people, whether children, young people or adults are protected and kept safe from harm while they are with staff, volunteers in the establishment.

In order to achieve this we will ensure staff and volunteers are carefully selected, screened, trained and supervised.

Selection:

1. All applications for paid/unpaid positions will complete an application form.
2. Short list applicants will be asked to attend an interview.
3. Short list applicants will be asked to provide references and there will always be taken up prior to conformation of appointment. References will be followed up via phone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable adults/children/families.

Screening:

1. Where relevant, the successful applicant will be asked to agree to an appropriate disclosure (PVG). These will be completed prior to the start date.
2. SSSC applications will also be applied for before taking up the post.

Training:

1. The successful applicant will have relevant qualifications.
2. They will receive an induction and training which will give an overview for the establishment to ensure they are aware of the purpose, values, services and structure.
3. 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 the work.
4. Training on specific areas such as Health and Safety, Child Protection, Fire Safety will be given to new staff and volunteers by the Head/Depute of the establishment and will be reviewed annually.

Supervision:

1. All staff and volunteers will have a designated supervisor who will provide regular feedback and support.
2. Every member of staff and volunteer will attend annual reviews where their performance, skills and expectations will be discussed. These will be logged and copies will be available to the member of staff/volunteer.

**Article 19 (protection from violence, abuse and neglect)**: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them

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