



Craigdale
HOUSING ASSOCIATION

Child Protection and Vulnerable Adults Policy

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Craigdale Housing Association can provide this document on request, in different languages and formats, including Braille and audio formats.

Craigdale Housing Association – Child Protection & Vulnerable Adults Policy

1. Introduction

Craigdale Housing Association (Craigdale) provides housing and related services to a wide range of people some of which may, at some point, be vulnerable to abuse or neglect.

Craigdale is committed to ensuring that staff and other relevant persons are aware of their responsibilities for safeguarding and promoting the welfare of all children, young people and adults and recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation.

Craigdale acknowledges its duty to act appropriately to all allegations, reports and suspicions of abuse.

Through the implementation of this Policy and detailed procedures, Craigdale aims to do everything it can to protect children and vulnerable adults, and to ensure that all concerns for the welfare of a child or vulnerable adult are reported to the appropriate authorities.

2. Scope of Policy

This policy and related procedures apply to all employees, managers, board members and volunteers.

3. Definition of “children” and “adults at risk” and “abuse”

Child: the “Protection of Children (Scotland) Act 2003 states a child will be considered anyone under the age of 18.

Adults at risk: The Adult Support and Protection (Scotland) Act 2007 seeks to protect and benefit adults at risk of being harmed and describes adults at risk as being person (aged 16 and over) who are:

- a) unable to safeguard their own well-being, property, rights or other interests
- b) are at risk of harm, and
- c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

An adult is at risk of harm for the purpose of the above if:

- a) another person’s conduct is causing (or likely to cause) the adult to be harmed, or
- b) the adult is engaging (or is likely to engage) in conduct which causes (or is

likely to cause) self-harm.

Abuse: is a violation of an individual's human and civil rights by any other person or persons. Friends, strangers, family members and professional staff can all be guilty of abuse. Abuse can include physical, mental, sexual, financial, discriminatory abuse and neglect.

4. Responding to suspected or alleged abuse or neglect

If a member of staff suspects abuse or has received a report of abuse they will:

- **report** it to their line manager or Director immediately;
- **refer** any concerns over the abuse to neglect of a child or a vulnerable adult to Social Services in the first instance and where appropriate, Police Scotland;
- **record** any discussions and actions carried out following suspected to alleged abuse or neglect accurately, thoroughly and promptly;
- **co-operate** with any agencies involved with cases of alleged abuse or neglect;
- **work with other agencies** to investigate any alleged breach of tenancy agreement and take action through policies and procedures where appropriate

5. Prevention of abuse

As a provider of social housing and related services Craigdale recognises the important role our staff play in building and maintaining partnerships with local authorities and key specialist agencies and we work with them on a regular basis to safeguard children and vulnerable adults.

Front line staff may enter tenant's homes to carry out housing, maintenance or other visits. These staff may see evidence of abuse or neglect and will report any concerns they have to the appropriate agency such as Social Services.

Staff will signpost vulnerable individuals to support agencies where appropriate and will work with the local authority and agencies to make sure they link up with local procedures for safeguarding vulnerable adults and children.

Child Protection

The Scottish Government launched a Child Protection Improvement Programme (CPIP) in 2016 to make improvements in all areas of child protection, including:

- neglect
- child sexual exploitation
- trafficking
- data and evidence

- systems
- children's hearings
- leadership and workforce development
- inspections
- internet safety

Craigdale support the Scottish Government's aim to ensure that Scotland's child protection system puts children's wellbeing first and keeps them safe from abuse and neglect. In March 2017 the Scottish Government published the [Child Protection Improvement Programme report](#), which set out actions to improve child protection in Scotland.

6. Staff training, recruitment and conduct

Craigdale's recruitment, selection, support, supervision and training of staff will take into account the need to promote the health and safety of residents and customers and safeguard them from abuse.

All staff are subject to Disclosure Scotland/PVG checks as a condition of their employment. Details are contained in the procedures.

Training on awareness of their responsibilities to protect children, young people and adults at risk. Training will include this policy and procedures and will highlight the need to report child protection issues or concern about conduct towards adults at risk.

All staff and board members are subject to Craigdale's Code of Conduct and in addition to this, Craigdale has a Code of Conduct for Working with Children, Young People and Adults at Risk which is contained in the procedures.

7. Procedures

Detailed procedures should be read in conjunction with this policy and cover:

- Identifying and Managing Risks
- Safe in Care Guidelines
- Information and Communications Technology
- Recruitment & selection of staff, board and volunteers to child care positions
- Responding to concern about the conduct of a member of staff, board member or volunteer

8. Confidentiality and Data Protection

In certain circumstances (and subject strictly to conditions set out in the Data Protection Act 2018, GDPR and other applicable data protection legislation) personal information may be shared with other agencies. Before sharing personal we must consider all of the relevant legal implications of doing so.

Where required legal advice may be taken and/or further support and assistance from our Data Protection Officer.

9. Review of Policy

This policy will be reviewed as necessary every 3 years in line with relevant legislation and/or best practice or earlier if required.

10. Complaints

If tenants and/or residents wish to complain about our approach to buying back shares, they should refer to the Association's Complaints Policy.

11. Equal Opportunities

The Association is committed to ensuring equal opportunities and fair treatment for all people in its work.

In implementing this policy, our commitment to equal opportunities and fairness will apply irrespective of factors such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or other personal attributes.