



HALESWORTH AREA COMMUNITY TRANSPORT

CHILD AND VULNERABLE ADULT PROTECTION POLICY AND GUIDANCE

A. Introduction

1. This policy is for the benefit of all children and adults, in organised groups or as individuals, who visit Halesworth Area Community Transport (HACT) premises or use any transport provided by HACT.
2. The policy applies to all HACT volunteers and staff.
3. HACT believes that every child and vulnerable adult has the right to feel safe and be protected from harm or abuse which may be physical, psychological, sexual, financial, neglect, material, emotional, institutional or discriminatory. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.
4. The term 'child' refers to any young person up to the age of 18 years. The term 'vulnerable adult' refers to any person over the age of 18 years who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.
5. HACT Trustees have overall accountability for this policy and day-to-day responsibility for its implementation.

B. Guidance

1. HACT is committed to the safety of all children and vulnerable adults, however, volunteers and staff are not expected to have any responsibility for the welfare of visitors to HACT premises or those using transport provided by HACT.
2. It is expected that any children or vulnerable adults visiting HACT premises or using any transport provided by HACT would be within organised groups and/or with their families, friends or carers, who remain responsible for their welfare at all times.
3. First aid should be administered by those responsible for the child or vulnerable adult if at all possible, and a record made in HACT Accident Book.
4. Should first aid by a volunteer or staff be necessary, a clear and simple explanation should be given to the child or vulnerable adult before treatment, and a record made in HACT Accident Book.
5. Volunteers and staff should not remain alone with an unaccompanied child or vulnerable adult, should not touch them in any way nor accompany them to the toilet; wherever possible doors should be left open. Physical



restraint should only be used to prevent imminent injury to themselves or others or to prevent serious damage to property.

6. Any untoward incident should be recorded in HACT Accident Book and reported to the Trustees.
7. If a volunteer or staff receive information or have any suspicions of abuse, they should take any emergency action necessary, and then report the concerns without delay to the Chair, who will call a meeting of the Trustees to consider the concerns and take appropriate action as necessary. All concerns should be kept CONFIDENTIAL. No promises to not pass on information should be made to individuals concerned.

C. Review

1. A risk assessment will be carried out after any untoward incident and at least annually.
2. The Child and Vulnerable Adult Protection Policy and Guidance will be reviewed annually or as a result of any changes within HACT and its activities that have an effect upon its arrangements.
3. Reviews will be conducted by the Trustees, and notification of any changes circulated.

Signed on behalf of Halesworth Area Community Transport:

Signature:*JM Howell*.....

Position:Operational Manager.....

Date:13th January 2023.....