

## VSGWL Policy Safeguarding Policy

### Introduction

Volunteer Sector Gateway West Lothian (VSGWL) aims to ensure that all protected adults are kept safe from harm while they are with employees, board members, or volunteers in this organisation. In order to achieve this, we will ensure our employees and volunteers are carefully selected, screened, trained, and supervised. This document applies to regulated work with protected adults as defined in the Protection of Vulnerable Groups (Scotland) Act 2007. For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

### Selection

Volunteer Sector Gateway West Lothian (VSGWL) will implement suitable recruitment and enrolment procedures for appointing employees, board members and volunteers that ensure reasonable steps are taken to appoint people who are suitable if they have contact with vulnerable adults.

- All applicants to our organisation will complete an application form.
- Shortlisted applicants will be asked to attend an interview.
- The successful applicant will be asked to provide referee details and VSGWL will ensure satisfactory references are taken up prior to confirmation of an appointment.

### Screening

Any successful applicants, who may be working with vulnerable adults, will be asked to complete a Disclosure Record (relevant to the position applied for) prior to taking up the post. Under no circumstances would any potential volunteers be working with project or service users until VSGWL are in receipt of a satisfactory Disclosure Record outlining all clearances have been completed.

### Training

The successful applicant 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 to employees and volunteers 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 harm, and confidentiality will be given as a priority to new employees and volunteers and will be regularly reviewed.

## **Supervision**

Volunteer Sector Gateway West Lothian will ensure that all employees and volunteers who may be working or involved in supporting vulnerable adults will receive appropriate training and support. All employees and volunteers who may be working or involved with supporting vulnerable will have a designated supervisor who will provide regular feedback and support.

## **Reporting Harm**

Volunteer Sector Gateway West Lothian understands that any adult protection issues must always be referred to the appropriate agencies (i.e., social work and/or police) for appropriate investigation. Any issues of a criminal or serious nature will be reported to the police. VSGWL will also investigate any safeguarding issues in line with our own policies and procedures.

In the event that an adult discloses harm or mistreatment has or is taking place, listen and reassure the child or adult. Show that you take them seriously and listen carefully to what they are saying, reassure them that they can trust you, that they are safe and that you will pass on this information to people who will be able to support them.

Do not promise to keep the situation secret as information relating to adult protection cases must be referred to the Social Work or Police as soon as possible. The information provided by the child or adult should only be shared with those who need to know.

## **In Office hours**

Anyone who suspects harm should urgently contact their supervisor or alternatively the VSGWL Chief Officer [alan.mccloskey@vsgwl.org](mailto:alan.mccloskey@vsgwl.org). If there is still no one available, one of the **Social Work Centres** or **Adult Social Care Enquiry Team** should be contacted.

**If it is less urgent, you can contact: Adult Social Care Enquiry Team**

Monday to Thursday (Office Hours) Tel: 01506 284848

**In an emergency: Emergency Services 999 or 101**

**Out of Office 5pm - 8:30am:** Social Care Emergency Team - 01506 281028 / 01506 281029

**To arrange an assessment, contact the Adult Social Care Enquiry Team (ASCET):** email: [adultsocialcare@westlothian.gov.uk](mailto:adultsocialcare@westlothian.gov.uk)

### **Social Work Centres**

Broxburn Social Work Centre	01506 284440
Livingston Social Work Centre	01506 282252

### **Further information**

<https://publicprotectionwestlothian.org.uk/article/41372/For-Everyone>

### **Monitoring the policy**

Responsibility for monitoring the application of this policy will rest with all employees and volunteers of VSGWL.

The policy will be reviewed every three years with the amendments being made as appropriate and communicated to all employees and relevant stakeholders.

Date of Adoption	15/12/25	
Date of Review	15/12/28	
Authorised	D.J. Evans	
Title	Chair	Date 15/12/28

