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## **9) SAFEGUARDING & LONE WORKER POLICY**

### **1.1 Introduction**

This policy applies to all staff, including duty managers and the management committee, volunteers, agency staff, students or anyone working on behalf of Almondsbury Community Services Association (ACSA). Our procedures have operated in line with this policy since the shop opened in 2009. Supporting policies and procedures cover Health & Safety, Equal Opportunities, Complaints, Harassment & Bullying and Grievances.

### **1.2 The purpose of this policy is:**

- To protect children, young people and vulnerable adults using or volunteering in Almondsbury Community Shop, including children of adults using our services.
- To protect the safety and security of adults who work in the shop.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

ACSA believes that a child, young person, vulnerable adult or anyone else working in the shop should never have to experience abuse of any kind. At the same time adults working in the shop should never be placed in a position where they are vulnerable to verbal or physical abuse. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them and volunteers from harm.

### **1.3 Our safeguarding policy**

ACSA's policy is to prevent any opportunity for harm to a child, young person, vulnerable adult or anyone else working in the shop. To this end:

- lone working is not allowed under any circumstances.
- there must always be two responsible adults over the age of 18 working in the shop.
- should it prove impossible to provide two adults on any shift the shop will close.
- young persons under 18 years and vulnerable adults are supernumerary and should never be alone with one adult.
- no person under the age of 14 years can volunteer or gain experience for their DoE award.
- when closing up at the end of the day, young persons and vulnerable adults should always be asked to leave prior to locking up and whilst two adults remain on site.

### **1.4 Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely: Children Act 1989; United Convention of the Right of the Child 1991; Data Protection Act 1998; Sexual Offences Act 2003; Children Act 2004; Protection of Freedoms Act 2012; Relevant Government guidance on safeguarding children

### **1.5 We recognise that:**

- The Welfare of the child is paramount, as displayed in the Children Act 1989
- Some children and adults are especially vulnerable due to the impact of previous experiences, their level of dependency, their communication needs or other issues
- All children and adults regardless of their age, disability, gender, race, religious beliefs, sexual orientation or identity, have the right to equal protection from harm

- Working in partnership with young people, their parents, vulnerable adults, carers and other agencies is essential in promoting the welfare of those we need to protect.

**1.5 We aim to keep children and volunteers safe by:**

- Valuing them, listening to them and respecting them as individuals
- Implementing procedures and a code of practice for staff and volunteers which adopts child protection best practices
- Providing effective management for all staff and volunteers through supervision, support and training
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing concerns with relevant agencies and involving parents and children appropriately
- Informing all volunteers of ACSA's policies and safeguarding expectations

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 8/2/2018

Signed: \_\_\_\_\_ Chairman