

Human Resources

PROTECTING CHILDREN AND VULNERABLE ADULTS

Version 0.2

Produced by:

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Last Revised November 2004



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DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
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Change History		
Version	Date	Comments
0.1	November 2004	
0.2	April 2008	Reflect changes to new layout. No change to content

Distribution		
Name/ Title	Date	Comments

Distribution may be made to others on request

Policy Review		
Review Date	Person Responsible	Service
December 2009	Alex Hughes	Human Resources

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- 1.1 While it is important to emphasize the supportive role given to employees and their families who find themselves experiencing difficulties, it should also be noted that there is a statutory requirement for the Council, and by implication, its employees, to protect children and vulnerable adults.
- 1.2 If any Council employee hears information or directly sees things which makes them worried about a child or adult being ill-treated, exploited, neglected or abused, all employees are responsible for taking at least one of the following actions:
 - Speak promptly with your line manager or another manager and talk through your concern.
 - You or your line manager should contact:
 - Social Work: Child Protection Team/ Receiving Services Team(for children) or Information Worker (for vulnerable adults) Tel: 714100 in office hours
 - or
 - Social Work: Standby Service out of office hours Tel: 0800-811-505, or
 - Your nearest police office.
- 1.4 It is essential that concerns are passed to the appropriate agencies who will have staff qualified to make assessments and decisions about what action, if any, might be needed to protect the child or adult and assist the family while they are addressing their difficulties.
- 1.5 When contacting the appropriate agency employees should give as much information as possible about the child or adult and his or her family. Employees must not delay in taking action or passing on information as it could ensure the safety of a vulnerable child or adult.
- 1.6 Employees must be aware we are all responsible for the care of the vulnerable in our society.