

ORKNEY ALCOHOL COUNSELLING & ADVISORY SERVICE

POLICY ON PROTECTING VULNERABLE PEOPLE FOR EMPLOYEES

Orkney Alcohol Counselling and Advisory Service (OACAS) aims to ensure that any vulnerable people, whether children, young people or adults, are protected and kept safe from harm while they are with employees of this organisation. In order to achieve this the organisation will ensure that employees are carefully selected, screened, trained and supervised.

Orkney Alcohol Counselling & Advisory Service complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters. This policy is available to anyone who wishes to see it on request.

1. Employee Selection

- All applicants to the organisation will complete an application form.
- Short listed applicants will be asked to attend interview.
- Short listed applicants will be asked to provide references and these will be taken up prior to confirmation of an appointment.

2. Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures Scotland will be requested prior to the applicant taking up post.

3. Training

- The successful applicant will receive induction training, to give an overview of the organisation and ensure knowledge its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis.
- Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be provided and regularly reviewed.

4. Supervision

- All employees will have a designated supervisor who will provide regular feedback and support.
- All employees will attend an annual review, where performance, skills, motivation and expectations will be discussed. Annual reviews will be recorded and copies made available to the employee.

Orkney Alcohol Counselling and Advisory Service will ensure that all employees involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Adopted by the Board of Management on March 19th 2003

Amended on September 9th 2004