



# **VULNERABLE ADULT PROTECTION POLICY**

## **1. Introduction**

- 1.1 Bidford-on-Avon Parish Council is required to develop local policies and procedures to safeguard Vulnerable Adults
- 1.2 This policy applies to all Vulnerable Adults, aged over 18 who are 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 or herself, or unable to protect him or herself against significant harm (No Secrets, DoH, 200)

## **2. General Policy Statement**

- 2.1 'As a provider of public services it is Bidford-on-Avon Parish Council's responsibility to ensure that it, as an organisation, and the individuals within the organisation, takes all reasonable steps to protect Vulnerable Adults using Council services from harm, discrimination or degrading treatment and respecting their rights, wishes and feelings.'

## **3 Disclosure and Barring Service (DBS) Checks**

- 3.1 No person will be allowed to be in contact with Vulnerable Adults until such time as suitable DBS clearance has been received.

## **4. Training**

- 4.1 Persons identified as having a role with Vulnerable Adults should be briefed on the process of how to raise a safeguarding concern. This must be as soon as possible, and will include the name of the person that they should raise their concern with.

## **5. Sports and Leisure**

- 5.1 This is a key service in terms of interacting with Vulnerable Adults
- 5.2 The general guidance from Sport Coach UK will be used in conjunction with that from WSCB.

### ***Courses***

- 5.3 All Leisure Staff will have been trained by an organisation such as Sports Coach UK – that can give direct advice and guidance on protection issues as they relate to the leisure arena.
- 5.4 All staff will be advised of a point of contact with who those attending can raise any Vulnerable Adult issues.
- 5.5 The ratio of Vulnerable Adults on each course should be carefully controlled. Lone working should be avoided.

## **6. Allegations against Staff**

- 6.1 All staff should ensure that they do not put themselves into a situation where an accusation can be made. This includes contact with Vulnerable Adults socially, through mobile phone contact and through electronic social media.
- 6.2 Particular care should be taken if transportation is necessary. This should be anticipated, and no member of staff should be in a vehicle on their own with Vulnerable Adults. If this is deemed necessary, then the permission of the parent or carer should be sought. This should be in writing in advance or by telephone on the day.
- 6.3 Should a concern become apparent, then they must inform the Clerk who will ensure that the appropriate procedure is followed.
- 6.4 If an allegation is made against a member of Staff, the procedure as directed in WSAP document will be implemented.
- 6.5 All allegations should be reported to the Local Authority Designated Officer ('LADO') - a post appointed by the WSAP

## **7. Photography and Filming**

- 7.1 The use of photography and filming of Vulnerable Adults is expressly prohibited in connection with Bidford-on-Avon Parish Council's premises and activities unless written permission has been granted in advance by a parent or carer.

Reviewed and Approved by Bidford-on-Avon Parish Council on 11<sup>TH</sup> MAY  
2026