



CHILD & VULNERABLE ADULT PROTECTION POLICY

Creative Futures (UK) is committed to ensuring a safe and secure environment for all participants in its projects, whether they be adults, children, or those with any disability or vulnerability. This policy will be monitored by the company's nominated Protection Officer, and will be available to all those who participate in its projects.

In order to fulfil this policy, Creative Futures (UK) will ensure that:

- All practitioners hold a valid enhanced DBS certificate.
- All practitioners have read and agree to Creative Futures' Safeguarding Manual.
- All practitioners are recruited in a responsible manner, including using application forms, asking on the form about past convictions and pending cases, taking up references, following up employment histories, structured interviews with experienced personnel, and verifying identity.
- Practitioners are given the necessary training prior to delivery of projects if their previous experience does not cover relevant areas.
- Projects, and the practitioners and staff leading them, will be supervised and monitored, and any concerns dealt with by the Protection Officer as soon as they are noted or raised.
- At the project planning stage, all aspects of the participants' abilities and needs will be taken into account, and the full agreement of the participants and/or their carers will be in place before a project starts.
- The environment in which the project or programme takes place will be suitable for the activities involved, and will provide safety, security and privacy; any equipment involved will be given prior approval for its suitability, and any transport arrangements will be made in close collaboration with the participants' carers. All these aspects will link to aspects of the company's Health & Safety policy, and where necessary Risk Assessments for specific projects will be put in place.
- A code of behaviour is in place and agreed by all practitioners and staff.
- If any person discloses abuse, or suspected abuse, of any sort (emotional, sexual, physical or neglect) this is promptly and appropriately dealt with by the Protection Officer who will then take up the disclosure with the relevant carers, authorities or agencies (eg social services).
- The company will have in place adequate Public Liability and Employers' Liability insurance.

This policy is reviewed annually.

Child & Vulnerable Adult Protection Officer: Julian Knight, Creative Director

Director responsible: Karen Price (Chair)

Creative Futures (UK) Limited

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