

St Augustine's Gateway Trust (hereafter known as the "Trust") Child and Vulnerable Adult Protection Policy

The Trust believes that every child and vulnerable adult has at all times and in all situations a right to feel safe and protected from any situation or practice that results in them being physically or psychologically damaged. In our Trust, if we have suspicions about a child's or vulnerable adult's physical, sexual or emotional well being, we will take action.

We will ensure that any group or individual using the Trust's facilities (namely, St Augustine's Gateway Enterprise, known as "The Stage" at 52 St Augustine's Street, Norwich NR3 3AD) for purposes or activities which involve working with or alongside children and/or vulnerable adults has their own child or vulnerable adult protection policy, as appropriate, and is led by a person who has been DBS checked; evidence of which must have been seen by a trustee of the Trust or Trust manager and recorded in the Trust's log book.

The Trust will ensure that any young person (aged 16 to 18) employed by the Trust, whether as a volunteer or paid member of staff, has the written permission of his or her parent or guardian, who will have agreed the young person's work schedule and conditions of work. Young persons employed by the Trust will at all times work in a safe environment under the supervision of a responsible adult appointed by a trustee.

All Trustees, members of the Trust and volunteers or staff of the Trust are encouraged to share concerns with the Board of Trustees. If the situation is clearly an urgent case or we have very serious doubts about a child's or vulnerable adult's safety, we will contact Norfolk Social Services and the police immediately. If our concerns are more general, then we will discuss these with our child and vulnerable adults protection monitor (details below), who will then make a referral to Norfolk Social Services.

It is important that all trustees of the Trust, members of the Trust, and volunteers or staff of the Trust communicate concerns accurately. To this end, they will follow the procedures set out below:

- 1) upon the receipt of any information from a child or adult or suspicions, it is necessary to record what they have seen, heard or know accurately as soon as possible in the Trust's log book;
- 2) share their concerns with the Trust's designated monitor of child and vulnerable adult protection issues and record agreed action in writing; and
- 3) always refer never personally investigate any suspicions or allegations about abuse.

The Trust will undertake to review its child and vulnerable adult policy statement annually and display a copy of its current policy in a prominent place in its facilities.