

# **LINLITHGOW REED BAND**

## People at Risk Policy



## Contents

i	Version Control	p3
1.	POLICY STATEMENT	p4
	End of document	p4

**i. VERSION CONTROL**

<b>Version No.</b>	<b>Summary</b>	<b>Generated by</b>	<b>Date</b>	<b>Checked by</b>
1.0	First version	Jonathan Molloy	9 June 2008	Committee
1.1	Updates to contact details	Seonaid Scott	12 November 2018	Committee
1.2	Minor updates to reflect current practice.	Seonaid Scott	17 January 2024	Committee

Changes to this document must be agreed by the Committee of Linlithgow Reed Band and thereafter placed on the band webstie.

Errors, omissions and suggestions for this document should be notified to the Secretary of Linlithgow Reed Band :-  
Secretary@linlithgowreedband.org.uk

## **1. POLICY STATEMENT**

The **Royal Burgh of Linlithgow Reed Band** aims to ensure that any vulnerable people, whether children, young people or adults at risk, are protected and kept safe from harm while they are with staff and volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

### Selection

All applicants to our organisation will submit a CV.

Short listed applicants will be asked to attend interview. This may take place online or via a telephone call.

Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

### Screening

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

### Training

The successful applicant will receive an overview of the organisation and ensure they know its purpose, values, services and structure.

Relevant training and support will be provided on an ongoing basis as appropriate.

### Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. This will usually be one of the Committee Office Bearers.

The **Royal Burgh of Linlithgow Reed Band** will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

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