



Vulnerable Client Protection Policy and Procedure

Policy

Sasrapid Incorporated as a responsible organisation recognises, that a **Vulnerable Client Protection Policy** is vital and best practise.

Sasrapid will endeavour to ensure a safe environment at all times for all clients.

Procedure

The following procedure must be adhered to

- All applicants (Staff/ Volunteer) will be given a formal interview.
- All new employees and volunteers will provide a current police check prior to employment.
- All new employees are required to complete the Prohibited Person Declaration form following the reading of the Member Protection Policy.
- Police checks will be performed regularly (3 yearly) on all employees and volunteers.
- An individual will be barred from working with children if they have prior convictions relating to violent or sexually related offences.
- Two adults will be present / in the vicinity whenever clients are being supervised.
- Reporting of reasonable suspicions of abuse will be immediately referred to the Police, Disability Advocacy and Complaints Service, Chief Executive Officer and Chairman of Sasrapid.
- Reporting of reasonable suspicions of abuse will be reported to the Insurance Agency of Sasrapid.
- Refer to the Member Protection Policy of Sasrapid. for further assistance, advise etc.

Personnel wishing to discuss any aspect of this policy can speak with the Chairman or Chief Executive Officer, who is also the Responsible Officer of Sasrapid, by calling 8152 2474.

POLICY REVIEW

This Policy is to be reviewed on or before December 2014

SIGNED _____ Chairman

SIGNED _____ Chief Executive Officer DATE: December 12, 2013