



LSx

London Sustainability Exchange

London Sustainability Exchange Children and Vulnerable Adults Policy and Procedures

Supported by:



Partners:



MAYOR OF LONDON



1. LSx recognises the need to ensure the welfare of children and vulnerable adults that come into contact with us.
2. This policy applies to staff, interns, volunteers and everyone working on behalf of or representing LSx.
3. This policy will be reviewed on a yearly basis and in line with any developments in child protection law.
4. This policy will be implemented by
 - a. Prevention: anyone working on behalf of or representing LSx will endeavor to ensure that all children, young people and vulnerable adults using LSx services, do so safely and are treated with respect and understanding.
 - b. Protection: LSx will take all reasonable steps to protect the rights, health and well-being of children, young people and vulnerable adults who take part in activities and/or use the services of LSx.
 - c. Support: children, young people and vulnerable adults who take part in activities and/or use the services of LSx will be informed of their rights and the procedure to follow if they have any concerns.
5. All permanent staff are Criminal Records Bureau (CRB) checked.
6. Our safe recruitment procedure for permanent staff includes using application forms, asking on the form about past convictions and pending cases, taking up references, following up employment histories and formal interviews.
7. Permanent staff undergo a 3 month probation period initially.
8. Ambassadors and volunteers are required to submit an enhanced disclosure (criminal record check) from the Criminal Records Bureau (CRB) before they deliver any of the activities under their Schedule of Services with a person under the age of 18 who is not in the presence of their parent or legal guardian.
9. Anyone working on behalf of or representing LSx will comply with our:
 - a. Code of behaviour
 - b. Whistle blowing procedures
10. All LSx projects are adequately supervised as suitable for activities, taking into account visitors and guests and any necessary consent required from parents/carers/guardians.
11. A safe environment will be provided for all people involved in LSx projects, as per LSx's health and safety policy.
12. Adequate and relevant insurance is in place.
13. Gail Dinner is the designated person for implementing this policy