

Fife Employment Access Trust

Safeguarding for vulnerable adults

Name of group/project:	Fife Employment Access Trust (Incorporating FEAT Trading CIC)
Policy Number:	G005
Date this policy came into effect: Date this policy was amended: Date this policy was reviewed:	February 2023 September 2025
Version	1
Date of next review:	September 2026
Policy Owner	Duncan Mitchell (CEO)
Signature of group representative (usually chairperson or leader):	Signature <i>M. Guthrie</i> Print name: Margaret Guthrie Date 16/12/2025

*Note: by signing, you are confirming that all relevant people in your group/project are aware of and committed to following the policy outlined.

Policy Statement

FIFE EMPLOYMENT ACCESS TRUST (FEAT) acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and regulatory body requirements.

Scope

This policy applies to all prospective and current FEAT employees as well as independent contractors and persons acting on behalf of the company, plus volunteers and service users who are entering work placements.

Policy elements

FEAT works with children and young people as part of its activities. These include: Self-development interventions both online and in person, to help the Child or young person pursue meaningful activities, manage their mental health and engage in their local communities.

The purpose of this policy statement is to:

- Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- Provide staff and volunteers with the overarching principles that guide our approach to online safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices. The policy statement applies to all staff, volunteers, children and young people and anyone involved in [name of group/organisation]'s activities

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland.

Summaries of the key legislation and guidance are available on:

- Online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- Bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- Children and young people should never experience abuse of any kind
- Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online, whether or not they are using [name of organisation]'s network and devices
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep vulnerable adults safe by:

- Appointing an online safety coordinator [this may or may not be the same person as your nominated child protection lead]
 - Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
 - Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
 - Supporting and encouraging vulnerable adults to do what they can to keep themselves safe online
 - Developing an online safety agreement for use with vulnerable adults and their parents/carers
 - Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- Reviewing and updating the security of our information systems regularly
- Ensuring that user names, logins, email accounts and passwords are used effectively
 - Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
 - Providing supervision, support and training for staff and volunteers about online safety
 - Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term. Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Whistle blowing
- Data protection and GDPR policy

- Cybersecurity Policies – including social media policy and digital equipment policies.
- Disciplinary Policy
- Photography and Image sharing guidance
- Safeguarding- Vulnerable Adults
- Anti-bullying and Harassment

The policy will be widely promoted and are mandatory for everyone involved in FEAT. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. Monitoring the policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event.

Version	Date	Summary of Changes	Author	Designation
1	01/12/23	Policy amended – Change name of DPO document standardised	RP	Compliance Lead & DPO
	16/12/25	Policy reviewed – change of signature	RP	Compliance Lead & DPO