

Title	Carbon Reduction Policy
pages	2
Date of adoption of policy	2 nd July 2024



Carbon Reduction

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

The Trust recognises that we are in a time of Climate Emergency and we must do more to minimise environmental impacts. With so many simple ways to reduce carbon emissions we must operate in an environmentally friendly and sustainable way. Our ultimate aim would be a 0% carbon balance but realise that this will take time.

We will abide by all current energy legislation, seeking to meet or better legislative targets and continually promote this policy.

Par Bay Community Trust will promote:

- Environmental awareness and responsibility amongst employees and others, and improve environmental performance wherever possible
- Integration of environmental issues into all aspects of the decision making processes.
- Sustainable sourcing procurement policies.
- Evaluate the potential benefits of home-working.
- Evaluate the potential benefits of carbon off-setting
- Evaluation of energy efficient and correspondingly carbon reducing equipment
- Video conferencing as a means of reducing travel requirements.

Par Bay Trust recognises that our work may have a direct or indirect effect on the environment and will:

- Minimize waste, promote recycling and the use of recycled products to help reduce the burden on landfill, and corresponding methane generation.
- Repair rather than throw away where we can
- Encourage our employees and suppliers to be responsible, corporate green citizens
- Utilise energies and water sparingly,
- Consider environmental impacts in our purchasing,
- Endeavour to work with partnering organisations that share our ethos on “carbon footprint”
 - Where possible we will source our materials from suppliers who operate in an environmentally friendly manner and who are geologically local to us to reduce road traffic, road traffic costs and carbon emissions.
 - Encourage web links to sites promoting sensible and sustainable attitudes towards the environment, renewable energy etc.
 - Encourage suppliers to strive for the same level of environmental care as we provide to offset their carbon footprint.

Title	Child Protection
pages	3
Date of adoption of policy	30.11.2023



Child Protection Policy and Code of Behaviour

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

A child is considered to be a young person under the age of sixteen years.
 It is our policy to safeguard the welfare of all children, young people and adults at risk by protecting them from neglect and from physical, sexual and emotional harm. We understand that individuals thrive in safe surroundings so we are committed to ensuring that activities are safe and enjoyable for everyone involved and that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Charity Commission requirements.
 All members of staff, trust members, volunteers or associates have a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.

At this moment we consider that:

1. All Trustees have a valid DBS Certificate. The Trust also ensures that all staff & Volunteers who organise activities that take place in the Trust have a valid DBS Certificate which is renewable every 3 years.
2. All Trustees have received basic Safeguarding Training and enhanced training has been undertaken by the Designated Safeguarding Lead, Janie Allen and Deputy Safeguarding Lead Jayne Hipgrave.

The Trust also ensures that leaders of all activities organised by the Trust but run by outside providers have a valid DBS

Any member of staff, trust member, volunteer or associate who have any concerns regarding the issues identified within this guidance policy should report those concerns immediately and no later than the end of the working day to the Designated Safeguarding Lead.

If a young person is at immediate risk of significant harm call 999 and request Police.

Inform your Designated Safeguarding Lead.

Any member of staff, trust member, volunteer or associate who wish to work with young people, are responsible for putting this policy into practice at all times.

We are committed to:

Title	Complaints Policy
pages	1
Date of adoption of policy	7/5/20 via e-mail



Complaints/ Grievance Policy and Code of Conduct

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

In the event that a member of staff, trust member, volunteer or associate feels that he or she has suffered discrimination in any way Par Bay Community Trust grievance procedure should be utilised. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

Complaints Procedure

If you have a complaint, please contact any member of Par Bay Community Trust with the details.

To make a complaint of discrimination, harassment, victimisation, or unfair treatment it will be necessary to have available:-

- Details of what, when, and where the occurrence took place.
- Any witness statements or names.
- Names of others who have been treated in a similar way.
- Details of any former complaint made about the incident, date, where and to whom made.
- A preference for a solution to the incident.

Until a hearing is arranged, complainants should keep the matter confidential, other possibly than arranging for details of witnesses to be given to Par Bay Community Trust

What will happen next?

- We will send you a letter acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.
- We will then investigate your complaint.
- We may wish to meet with you.
- We will then come to a conclusion and inform you by letter.
- We will include any suggestions/ solutions for resolving the matter.

Review

Par Bay Community Trust will review the operation of the policy, with adequate consultation of staff on a regular basis and report the outcomes of the review to the Board of Trustees.

Title	Conflicts of Interest
pages	3
Date of adoption of policy	7/5/20 via e-mail



Conflicts of Interest Policy and Code of Behaviour

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

You have a legal duty to act in your charity's best interests when making decisions as a trustee. If there's a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and you won't be able to comply with your duty unless you follow certain steps.

Conflicts of interest are common in charities – having a conflict of interest doesn't mean you've done something wrong.

But you need to act to prevent them from interfering with your ability to make a decision only in the best interests of the charity.

Have a standard agenda item at the beginning of each trustee meeting to allow trustees to declare any actual or potential conflicts of interest.

Follow a 3 Step Approach

- Identify
- Prevent
- Record

This way you are able to comply with your duty and avoid:

- making decisions that could be overturned
- risking your charity's reputation
- having to repay your charity if you make unauthorised payments to trustees

How to identify a conflict of interest

If you're a trustee, you would have a conflict of interest if the charity is thinking of making a decision that would mean:

- [you could benefit financially or otherwise from your charity](#), either directly or indirectly through someone you're connected to
- [your duty to your charity competes with a duty or loyalty you have](#) to another organisation or person

It's good practice to have a written conflicts of interest policy to:

- tell your existing trustees how to identify and disclose conflicts of interest



Par Bay Community Trust Training and Work Centre Environmental Policy

Date of Adoption of Policy	18th July 2024
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PBCT encourages its Directors, staff, room hirers, centre visitors and volunteers to:

- * Refuse – avoid buying materials where possible which have a harmful environmental impact
- * Reduce – Reduce waste and the usage of energy resources as much as possible
- * Reuse – Reuse waste materials when possible
- * Reform – Reuse materials in a multipurpose form
- * Recycle – Recycle materials where possible and reuse materials as resources

PBCT are continually looking to improve the way the working to be more environmentally friendly in what is used and produced.

PBCT's strategy is about identifying basic principles on which can be built, can be affordable and meet the present requirements. As a not-for-profit organisation, PBCT's approach needs to be one that is the least 'expensive' and 'revolutionary'. Therefore, the main approach is that of 'green housekeeping' in order to make a positive contribution to the local and global environment. PBCT is committed to reducing any harmful effects on the environment and promoting the understanding of sustainable development in its broadest context. This approach influences decision making within PBCT's and thus underpins PBCT's values e.g. being open about how we take care around the local environment and the people that work and/or volunteer for PBCT.

PBCT's Policy

- *To be a responsible citizen
- *To ensure that all at PBCT share the responsibility for environmental performance
- *To utilise raw materials and energy sparingly
- *To develop PBCT's working practices in order to continuously improve environmental performance
- *To promote individual good practice

Implementation

PBCT's high priority issue is recycling and PBCT is committed to a range of waste reduction stratagems. PBCT regularly reviews recycling schemes to ensure that waste reduction in all key business materials that is used. Recycled paper is used for day-to-day business needs and paper where appropriate is re-used before being recycled. PBCT

utilises the term 'think before you print'.

Carbon Footprint

It is important to identify where PBCT is creating pollution. The measurements and calculations are the responsibility of the Directors.

Energy and water saving

The nature of PBCT's business means that there is moderate energy and water consumption, however PBCT is always looking at how to be more efficient no matter how small the saving.

Action plan

Wherever possible PBCT will purchase non/small-polluting and energy efficient technologies. PBCT will minimise the use of natural resources and lessen the impact on the environment through:

- *Recycling paper through Cornwall Councils recycling scheme
- *Recycling computer equipment through Cornwall Council's 'Waste Electrical and Electronic Equipment' scheme
- *Recycling used postage stamps via charity collections where possible
- *Cancelling junk mail where possible
- *Producing all photocopying and printing in double sided format wherever possible
- *Buying recycled paper, envelopes, notebooks, ring binders, folders and so on wherever possible

PBCT will seek to minimise carbon footprint through:

- *Identifying cost effective green energy sources
- *Planning for and implementing changes to power and lighting

Monitoring

Energy Audit

Heating

- *Portable heaters should only be used if essential and only for short periods of time
- *The optimum room temperature should be 19-20 degrees centigrade
- *Opening windows to reduce radiator heat should be done sparingly

Lighting

- *Old fluorescents should be replaced when needed with slim line tubes where possible
- *Energy saving light bulbs should be used where possible

Information Technology

PBCT Trustees should encourage staff to take individual responsibility when using IT equipment e.g. Switching off computers/devices when finished



Equality and Diversity Policy

Date of Adoption of Policy	18th July 2024
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Par Bay Community Trust is committed to promoting equal opportunities and creating an inclusive environment where all individuals are treated with respect, dignity, and fairness. We value diversity and are dedicated to providing equal access and opportunities to everyone, regardless of their race, ethnicity, gender, age, sexual orientation, disability, religion, or any other characteristic protected by law.

All stakeholders, funding agencies, staff and volunteers are made aware of this policy

Key Principles:

1. **Non-Discrimination:** Par Bay Community prohibits any form of discrimination, harassment, or victimization based on protected characteristics. All individuals will be treated fairly, without prejudice, and with equal respect.
2. **Accessibility:** We strive to make our facilities, programs, and services accessible to all individuals. Reasonable accommodations and adjustments will be made to ensure equal participation and inclusivity for people with disabilities.
3. **Inclusion:** Par Bay Community Trust fosters an inclusive culture that values and respects diverse perspectives, backgrounds, and experiences. We actively promote an environment where everyone feels welcome and included.
4. **Recruitment and Employment:** All employment decisions, including recruitment, hiring, training, promotion, and termination, will be based on merit, qualifications, and skills, without any form of discrimination. Volunteers are accepted on the basis of their aptitude and ability.
5. **Training and Awareness:** We provide training and educational opportunities to staff and volunteers to enhance and update their understanding of equal opportunities and to promote inclusive practices within Par Bay Community Trust
6. **Reporting and Resolution:** Par Bay Community Trust has procedures in place for reporting incidents of discrimination, harassment, or unfair treatment. Complaints will be taken seriously, handled confidentially, and addressed promptly.
7. **Review and Improvement:** We regularly review and update our Equal Opportunities Policy to ensure its effectiveness, compliance with legal requirements, and alignment with evolving best practices.

This policy sets the foundation for our commitment to equality, diversity, and inclusivity at Par Bay Community Trust. It applies to all staff, volunteers, participants, visitors, and stakeholders. We believe that by upholding these principles, we can create a safe, welcoming, and supportive environment for everyone involved in our community.

Title	Equality and Diversity
pages	2
Date of adoption of policy	7/5/20 via e-mail



Equality & Diversity Policy and Code of Behaviour

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

We recognise that the welfare of children, young people and adults at risk is paramount and that all children, young people and adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and/or sexual orientation (all defined as protected characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse.

Our aim is to ensure that all are given equal opportunity and that our organisation is representative of all sections of society. Everyone will be respected and valued and able to give their best as a result.

Par Bay Community Trust will not provide less favourable facilities or treatment on the grounds of:

- Age
- Disability
- Gender
- Gender reassignment
- Race
- Marriage and civil partnership
- Pregnancy and maternity
- Ethnic origin
- Colour
- Nationality
- National origin
- Religion or belief
- Sex and sexual orientation.

All members of staff, trust members, volunteers or associates, will be treated fairly and with respect. We are opposed to all forms of unlawful and unfair discrimination.

When Par Bay Community Trust selects candidates for employment, volunteering, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

Title	Financial Regulations
pages	4
Date of adoption of policy	11/2/21



All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Financial Regulations & Reserves Policy & Code of Behaviour

PLEASE READ THIS IN CONJUNCTION WITH THE ANTI-FRAUD POLICY

We will continually strive to ensure that all our financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest. We will not condone any behaviour that falls short of these principles.

The purposes of these financial regulations are to govern the conduct of financial management by Par Bay Community Trust and may be varied by resolution at a Board meeting.

The trust must:

- 1) Establish a formal and robust approach to how the trust manages contractual arrangements
- 2) Establish clear procedures around how the trust enters into and manages procurement
- 3) Minimise financial and reputational risks
- 4) Ensure best value for money is delivered
- 5) Ensure the good reputation of the trust is upheld at all times
- 6) Ensure good financial regulations are adhered to

Guiding Principles

At the outset of any project/programme, an assessment will be undertaken and referred to the Board to build a business case. This will also consider sourcing options and potential suppliers and may include advice from relevant professional advisors to the company.

The application of this strategy is mandatory on all finance subject to the value threshold below. Any variation must be agreed by all the Directors.

- 1) Equal treatment of all suppliers and confidentiality as appropriate
- 2) Transparency for all stakeholders
- 3) Compliance with legal requirements
- 4) Ensure efficiencies and value for money are maximised
- 5) Maintain the highest reputational standards
- 6) Compliance with Par Bay Community Trust objectives and ethos.

Title	GDPR
pages	4
Date of adoption of policy	7/5/20 via e-mail



GDPR Policy and Code of Behaviour

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

We acknowledge that all adults have the right to privacy and will abide by the current laws

The General Data Protection Regulation (GDPR) legislation came into force in the UK on 25 May 2018. It is known as the Data Protection Act 2018.

Key Terms

Data controller

- This is the owner and user of the gathered personal data. This is anybody gathering and retaining personal data. **In this case it is Par Bay Community Trust**

Data processor

- This is a company or individual who processes the information on behalf of the data controller.

They should ensure that they:

- Keep updated on data privacy legislation and any changes
- Inform the organisation and staff of updates to data privacy legislation
- Assess risk for any significant projects/changes that may require Data Privacy Impact Assessments (DPIA)

Data subject

This is an individual, these could be trust members, young people, adult volunteers, and any staff employed locally.

Personal data

- Any information that can be used to identify an individual. This information could be names, addresses, telephone numbers or more sensitive information such as religion, ethnicity and disabilities
- Data subjects have the right to object to how you process their personal information.
- They also have the right to access, correct, sometimes delete and restrict the personal information you use. In addition,
- They have a right to complain to you and to the Information Commissioner's Office (ICO).

Why do we need information?

Title	Handling and Reporting Incidents Appropriately
pages	1
Date of adoption of policy	



Handling and Reporting Incidents Appropriately

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Par Bay Community Trust have a responsibility to ensure we don't cause harm to anybody who comes into contact with us
 We will promote an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to.
 We must manage concerns, complaints, whistleblowing and allegations relating to child protection or adults at risk effectively

Please also refer to our Complaints and Safeguarding Policies

Handle and report incidents and concerns

If we have an incident or allegation of abuse we will:

- handle and record it in a secure and responsible way
- follow our safeguarding and complaints policies and procedures
- act quickly, ensuring we stop or minimise any further harm or damage
- work as a group of trustees and not an individual
- report it to all relevant agencies and regulators in full
- plan what to say to those involved with our charity and the media if appropriate
- be open and transparent so that we build the charity's reputation for acting with integrity
- review what happened to understand how to stop it from happening again

We must report to the police if the incident or concern involves criminal behaviour.

Review

Par Bay Community Trust will review the operation of the policy, with adequate consultation of staff, on a regular basis and report the outcomes of the review to the Board of Trustees.

Title	Lone Adults
pages	4
Date of adoption of policy	7/5/20 via e-mail



Lone Adults Policy and Code of Behaviour

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Many people find themselves alone in their workplace for some or all of their working day. It is important that these people make adequate arrangements to ensure they are safe at all times - especially when clients visit.

The most important aspect of safety for people working alone is to ensure that they let other people know whom they are meeting, when and where, so that someone is looking after their welfare.

Introduction

A lone worker is defined by the Health and Safety Executive (HSE) as 'an employee who works by himself/herself without close or direct supervision'. This includes one person working:

- In a fixed establishment or at home.
- In remote locations.
- Mobile workers.
- At other employers' premises.
- At customers' homes.

Par Bay Community Trust recognises that some of its staff work alone and is committed to ensuring their Health & Safety (H&S) – further guidance is contained in the H&S Policy. We have undertaken risk assessments and given guidelines for appropriate measures. Failure to adhere to our procedures may invoke our disciplinary procedures.

Positions Affected

- All members of staff, trust members, volunteers or associates within **Par Bay Community Trust** spends at least some time working alone and are therefore vulnerable.

Aim of Policy

- **Par Bay Community Trust** is committed to ensuring that the risks associated with lone working are identified and action is taken to remove or minimise those risks.

Title	Prevent extremism
pages	3
Date of adoption of policy	7/5/20 via e-mail



Policy to Support the Prevention of Extremism and Radicalisation (PREVENT)

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Any member of staff, trust member, volunteer or associate who have any concerns regarding the issues identified within this guidance policy should report those concerns immediately and no later than the end of the working day to the Designated Senior Person (DSP) or the Lead Person for Child Protection.

1. Introduction

The current threat from Terrorism and Extremism in the United Kingdom is real and severe and can involve the exploitation of vulnerable people, including children and young people.

This policy is designed to provide a clear framework to structure and inform our response to safeguarding concerns for those young people who may be vulnerable to the messages of extremism. In addition, it provides details of the local inter agency process and expectations in identifying appropriate interventions based on the threshold of need and intervention model and the Channel process (see below).

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas (HM Government Prevent Strategy, 2011).

2. Equality, Diversity and Community Cohesion

We aim to guide our users, students and clients to understand others, to promote common values and to value diversity, to promote awareness of human rights and of the responsibility to uphold and defend them, and to develop the skills of participation and responsible action.

We take extremely seriously our key role in preparing all our young people for life in modern Britain. We aim to encourage working towards a society in with a common vision and sense of belonging by all. Communities; a society in which the diversity of people's backgrounds and circumstances is appreciated and valued; a society in which similar life opportunities are available to all; and a society in which strong and positive relationships exist and continue to be developed in the workplace, in schools and in the wider community.

3. National Guidance and Strategies

Title	Sustainable Environment
pages	2
Date of adoption of policy	7/5/20 via e-mail



All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Sustainable Environment Policy and Code of Behaviour

Definitions

Sustainable development is about ensuring a better quality of life for everyone, now and for generations to come by:

- Creating a more inclusive society where everyone shares the benefits of increased economic prosperity.
- Protecting and improving the environment.
- Ensuring we do not waste natural resources.

The UK government definition of sustainable development involves meeting four objectives at the same time:

1. Social progress which recognises the needs of everyone (Sharing in increased prosperity, enjoying a cleaner environment, improving access to services, tackling social exclusion, reducing the impact of poverty, poor housing, unemployment and pollution).
2. Effective protection of the environment (Reduce effects of climate change, poor air quality, and toxic chemicals and protect and conserve the things that people value).
3. Prudent use of natural resources (Efficient use of non-renewable resources and sensitive use of renewable resources).
4. Maintaining high and stable levels of economic growth and employment (An educated and skilled workforce, supportive infrastructure and investment for high living standards and job opportunities).

Aims

Par Bay Community Trust is committed to working towards sustainable development by meeting the needs of the present without compromising the interests of future generations.

Social progress that recognises the needs of everyone by:

Title	Overview of Trustee Responsibilities
pages	2
Date of adoption of policy	3/5/23



All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Par Bay Community Trust have a responsibility to ensure they don't cause harm to anybody who comes into contact with them

The Trust follows government guidance as below

- Safeguarding should be a key governance priority for all charities.
- Ensure your charity has an adequate safeguarding policy, code of conduct and any other safeguarding procedures. Regularly review and update the policy and procedures to ensure they are fit for purpose.
- Identify possible risks, including risks to your beneficiaries or to anyone else connected to your charity and any emerging risks on the horizon.
- Consider how to improve the safeguarding culture within your charity.
- Ensure that everyone involved with the charity knows how to recognise, respond to, report and record a safeguarding concern.
- Ensure people know how to raise a safeguarding concern.
- Regularly evaluate any safeguarding training provided, ensuring it is current and relevant.
- Review which posts within the charity can and must have a DBS check from the Disclosure and Barring Service.
- Have a risk assessment process in place for posts which do not qualify for a DBS check, but which still have contact with children or adults at risk.
- Periodically review your safeguarding policy and procedures, learning from any serious incident or 'near misses'.

We have the following policies in place that cover safeguarding for charities and Trusties



Title	Trustees' Code of Behaviour Form
pages	2
Date of adoption of policy	7/5/20 via e-mail

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Trustees' Code of Behaviour Policy and form

Par Bay Community Trust is both a Company Limited by Guarantee and a charity registered with the Charity Commissioners. This structure brings with it legal requirements for trustees and directors with which you should familiarise yourself.

Selflessness

- The trustees of Par Bay Community Trust have a general duty to act in the best interests of Par Bay Community Trust as a whole.
- They should not do so to gain financial or other material benefits for themselves, their friends or the organisation they represent, if applicable.

Integrity

The Trustees of Par Bay Community Trust:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.
- Should, as well as avoiding actual impropriety, avoid any appearance of improper behaviour.
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Accountability

The trustees of Par Bay Community Trust

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in *Par Bay Community Trust*.
- Are accountable for their decisions and actions to the public, funders and service users and must submit themselves to scrutiny as appropriate to their role.

Objectivity

Title	Vulnerable adults
pages	3
Date of adoption of policy	12/7/21



Vulnerable Adults Policy and Code of Behaviour

All members of staff, trust members, volunteers or associates will be made aware that this policy exists, what it aims to achieve and the steps that will be taken to achieve those aims.

This policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

We recognise that the welfare of children, young people and adults at risk is paramount and that all children, young people and adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and/or sexual orientation (all defined as protected characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse.

At this moment we consider that:

1. Trust members **do not** need a DBS for their duties.
2. Trust members **do need** a valid DBS if they are the organiser of an activity for children, young people and adults at risk

The Trust uses an outside company to provide this service

Whilst our members of staff, trust members, volunteers or associates do not have direct responsibility for the care and wellbeing of vulnerable adults, we wish to actively support partner organisations and volunteers in developing sustainable and effective ventures to provide vulnerable adults with an enhanced quality of life.

The Trust also ensures that leaders of all activities organised by the Trust but run by outside providers have a valid DBS

Who is a vulnerable adult?

A vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old and frail, or has some form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home, nursing home or other institutional setting.

Vulnerable adult rights