

## Protection of vulnerable people policy

Flight horizons works with people who may be particularly vulnerable and as such has a duty to ensure they are protected. Every employee, volunteer or representative of flight horizons must comply with this policy.

In your work you must not spend any time alone with service users as this could lead to a potential allegations being made against you. Inside or outside work you must not have a relationship with any service user who you have met within Flight horizons.

You must not engage in inappropriate activities with vulnerable adults or children, some of such activities are:

- Financial exchanges
- Sexual relations
- Close personal relationships
- Disciplining
- Abuse

This list is by no means exhaustive and all inappropriate activities are covered by this policy.

Any person who has allegations made against them of breaching this policy or acting inappropriately will immediately be suspended from duties and banned from property owned, leased or used by Flight horizons until such time when they are cleared of allegations. Any person who is thought to have breached this policy will be subject to the disciplinary procedure.

Flight horizons recommends that you make accurate records of any situation which you think may lead to an allegation being made against you.

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By Shane Touhey (Chairman of the governing committee)

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