



Vulnerable Persons Policy

1 - Purpose

1.1

The Vulnerable Persons Safety Policy (the Policy) is a part of First Purpose's (FP's) policies and processes to ensure that only educated and ethical employees will fundraise for and on behalf of charity clients that FP works for directly or indirectly to promote and enhance the safety and welfare of vulnerable people who pledge to sign up, come in contact with, or participate in programs developed by or on behalf of FP at any level.

2 - Scope

2.1

- The Policy applies to any person working for FP including:
 - FP Directors
 - Any person employed by FP (on a full-time, part-time, contract or casual basis) that fundraise for, conduct administrative tasks or come in contact with potential donors directly or their details.

3 - Definitions

3.1

- Vulnerable Persons refers to those who may be at risk of abuse or exploitation due to their dependency on others or experiences of disadvantage, and could include people with a physical, intellectual or psychological disability, the frail aged, children, people from culturally and linguistically diverse backgrounds, refugees, and those living in poverty.

3.2

- Elder Abuse refers to all aspects of abuse of elderly people, that is, neglect, physical, verbal, sexual, financial and social.

3.3

- Identifying a vulnerable person, while it is not possible to supply an exhaustive list of persons who may be vulnerable within the context of fundraising, the following could be considered a guide:
 - immaturity, either in terms of age or development;
 - any infirmity, including early dementia or disease
 - mental illness
 - intellectual disability
 - illiteracy or limited education which may impair a person's capacity to comprehend pitches or limited ability to speak or understand the English language
 - those suffering with chronic alcoholism
 - those suffering with physical disabilities including deafness or loss of sight
 - those suffering with a drug dependence

- intoxication in any way
- children
- persons with any impaired capacity

4 Legislative and Corporate Requirements

4.1

The following Acts, Regulations and Guidelines provide the legislative framework for the Policy:

Commonwealth Legislation

- Aged Care Act 1997(Cth)
- Disability Discrimination Act 1992(Cth)
- Sex Discrimination Act 1984(Cth)

Australian State Legislation

- Criminal Law / Code Act (if/as applicable)
- Children Protection Act / Regulations (if/as applicable)
- Department of Families and Communities Guidelines (if/as applicable)
- Equal Opportunity Act (if/as applicable)

First Purpose

- All policies, procedures and ethical guidelines as appropriate.

5 - Policy Statement

5.1

- FP recognises its legislative obligations and is committed to the safety and wellbeing of vulnerable people with whom we come in contact.

5.2

- The opinions of vulnerable people are encouraged and respected. We listen and act upon any concerns that are raised with us.

5.3

- We ensure that vulnerable people know how to access a complaints procedure available to them.

5.4

- We value diversity and do not tolerate any discriminatory practices.

5.5

- Support is provided for the rights of vulnerable persons when and as required.

5.6

- Support is provided for employees and encouragement is given for their active participation in building and maintaining a safe environment for vulnerable people in the workplace.

6 - Application of Policy

6.1

FP will undertake the following to manage its obligations under this Policy:

6.1.1

- Applicants for any employed position which is substantially and directly involved with vulnerable people will be screened for their suitability to discern between those that are and are not vulnerable; screening may involve interviews, reference reports, checking qualifications and previous employment history in working with other fundraising agencies and obtaining criminal history reports.

6.1.2

- Staff employed and to whom clause 6.1.2 applies will undergo a criminal history screening not less than once every three years.

6.1.3

- Take steps to increase awareness within the organisation about providing a work environment where vulnerable people are safe and protected from abuse during fundraising.

6.1.4

- Provide training to employees about their contact with children and vulnerable persons.

6.1.5

- Take appropriate security measures for the collection and maintenance of appropriate records related to vulnerable persons when and as required.

6.1.6

- Collaborate and consult with other relevant agencies in matters concerning the protection of vulnerable people.

6.1.7

- Develop, monitor, evaluate and review risk management strategies and procedures when and as required to minimise potential harm to vulnerable people.

7 - Review

7.1

- The Policy will be reviewed periodically as required by the Association's Corporate Governance Framework.

8 - Access to the Policy

8.1

- The Policy is available for public inspection on the FP's website: www.firstpurpose.com.au