

Protection of Children and Vulnerable Adults Policy

1. Purpose The purpose of this policy is to ensure the safety and well-being of children and vulnerable adults involved in activities organised by Pen & Groove Ltd.

2. Scope This policy applies to all interactions with children and vulnerable adults.

3. Supervision

- All contact with children and vulnerable adults will be supervised by a parent or appropriate caregiver.
- Pen & Groove Ltd does not engage in unsupervised activities involving children or vulnerable adults.

4. Responsibilities

- Caregivers are responsible for the supervision and safety of children and vulnerable adults at all times.
- Pen & Groove Ltd will provide guidelines on appropriate behaviour during activities.

5. Reporting Concerns

- Any concerns about the welfare of a child or vulnerable adult must be reported to the designated contact person at Pen & Groove Ltd.

6. Review This policy will be reviewed annually or as needed.