

Safeguarding Policy

Introduction

Although we have no direct involvement or responsibilities for children or vulnerable adults, our work frequently takes place on client premises where they may be present. As a result, we must ensure all our employees, and associates working for us, are aware of their responsibilities for safeguarding when working on these premises.

This policy sets out the key principles that all employees and associates working for us should comply with to ensure the safeguarding of children, young people and adults at risk of harm or abuse.

We commit to provide line management support to ensure that employees and associates are aware of safeguarding requirements and the procedures they must follow in the event they have any concerns on these matters. Reference should also be made to our Whistleblowing policy

Working on Client Premises

Where employees or associates are working on behalf of us on client premises, the following principles shall apply:

- We shall ensure client safeguarding policies are obtained and understood before work begins
- Line managers shall investigate client activities on the premises before work commences and ensure employees and associates understand the working environment
- Where clients have specific induction training on their safeguarding policies and procedures, employees and associates shall complete this training in line with client requirements
- When working on client premises, if employees or associates are at any time concerned about matters of safeguarding they shall raise these as a matter of urgency in line with client procedures in the first instance and, if no clear arrangements are in place, in line with the procedures set out in this policy
- Line managers shall regularly review the circumstances in which our employees and associates are working and will ensure any changes to their activities or client activities at the premises are reflected in our procedures and responsibilities

Reporting Concerns

- Any employee or associate that has concerns that a child, young person or adult is at risk of harm or abuse, should notify their client contact and their line manager immediately
- In cases of immediate concern, employees and associates should also consider informing the local Police
- When making a report, employees, associates and line managers shall keep a record of decisions made and the reasons behind them. They shall also record what has been shared, with whom and for what purpose

Legislation

Key elements of legislation relating to safeguarding are included in the following:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2015) – statutory guidance
- Promoting the Health and Well-being of Looked After Children – statutory guidance
- Care Act 2014
- Care and Support Statutory Guidance (Chapter 14 – Safeguarding)

The government has distilled the principles of this legislation into the following guidance:

- Empowerment – the presumption that individuals can make their own decisions and offer informed consent to those working with them
- Prevention - it is better to take action before harm occurs
- Proportionality – a proportionate and least intrusive response appropriate to the risk presented
- Protection - support and representation for those in greatest need
- Partnership - communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability - accountability and transparency in delivering safeguarding

We support these principles and seek to ensure all employees and associates reflect them in their work on client premises.

SUMMARY NOTICE

IMPLEMENTATION Staff will be provided with our Policy, Safeguarding and Prevent training and will be required to pass the assessment to demonstrate their understanding. Regular reviews will take place to ensure effective application of the Policy by the Managing Director. All staff involved with young people or vulnerable adults will be DBS checked.

CULTURE To promote a safeguarding culture there will be signage in the workplace, and a regular safeguarding bulletin. In addition, the Managing Director will ensure our Policy is visible to the public, trainees and employers to position us as a caring organisation that takes this matter seriously. The Managing Director will be seen as the ambassador of our Policy and will integrate this into the very fabric of the business, enlightening staff, clients and trainees at every opportunity. It will form part of staff induction, programme induction and employer engagement. The training programme for apprentices will be designed to support our safeguarding policy especially identifying risks at the induction stage and providing trainees with a copy of our Policy (with named contacts for any concerns) followed by an interactive session to ensure understanding.

CONCERNS Staff will be able to spot areas where reporting is necessary through the training and assessment and will be guided by the Operations Manager. All parties will feel at ease when raising a concern due to the culture and their knowledge in this area. Employer premises will be evaluated at the onboarding stage to evaluate safeguarding, safety and culture and any issues reported in line with our Policy. This evaluation will continue throughout the duration of the programme.

PREVENT Our Prevent Policy, which captures British Values, is integrated into our approach to training, programme design and organisational culture. Our Policy has a referral process and is promoted in the same way as our Safeguarding Policy; we cooperate with other authorities such as the Police.