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	Issued by: Croner	Approved by: Natalie Harris		Date Issued: 13/02/2019

PURPOSE

Although the Company does not complete work which would fall within a regulated activity, employees of the Company may from time to time be contracted to complete such work where employees may experience contact with children or vulnerable adults.

The Company believes it is good practice to have in place an appropriate safeguarding policy to ensure that employees are aware of their responsibilities and that all allegations, suspicions and incidents of abuse, harm or the risk of harm to children and / or vulnerable adults or where there is a concern about the behaviour of an individual are reported immediately.

POLICY STATEMENT


The Company shall ensure that any Agreement to carry out work as a contractor shall be performed with all due care and diligence by personnel who are appropriately qualified, experienced and trained. This will include the necessary guidance and education of this policy to relevant employees. This will normally be completed on induction.

Where the Company is required to carry out or provide services which would fall within the definition of a Regulated Activity, an Enhanced DBS check will be completed and the Company shall provide where necessary with details of individual DBS check certificate reference numbers for all personnel likely to be engaged in the provision of the services concerned and ensure this information is updated as required. The Company shall procure that no person who discloses any conviction or who is found to have any convictions following the checks referred to in this Policy is employed or engaged by the Company on the Company's behalf without the client's prior written consent.

The Company shall ensure that its recruitment and selection procedures are stringent and robust in selecting the right calibre of employee as well as meeting the requirements of legislation, equal opportunities and anti-discriminatory practice. The Company shall ensure the stringent checking of identification, qualifications, curriculum vitae and the scrutiny of at least two confidential references.

The Company shall ensure that all allegations, suspicions and incidents of abuse are reported immediately and shall promptly take appropriate disciplinary action against any member of staff who is engaged or is alleged to be engaged in any of the improper conduct. The Company shall promptly inform the client of the initiation, nature and outcome of any disciplinary action taken against any member of staff and shall immediately suspend the member of staff from providing the services pending investigation and completion of appropriate disciplinary action.

The Company may be required to provide specific further training and support to the member of staff concerned and monitor that member of staff's performance. The Company shall ensure that the provisions of relevant contracts of employment of its staff provide for relevant staff consent to the sharing of the information / data described in this Condition.

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The Company shall procure that all personnel engaged in the delivery of the services regularly receive appropriate safeguarding training.

CARRYING OUT WORK

Works shall be arranged so that contact between the clients' staff and children and/or vulnerable adults will be avoided so far as is practicable. Where required, the work area will be cordoned off where possible to prevent children and/or vulnerable adults entering the work area. The contractors' staff will be instructed to stay within the confines of the work area wherever possible.

If contact with children and/or vulnerable adults cannot be avoided then the contractors' staff must be supervised and escorted whilst on the premises by a member of staff or appropriately vetted volunteer, wherever possible. Where this is not possible or practical, children and/or vulnerable adults who come into contact with the contractor must be supervised at all times by a member of staff or vetted volunteer.

Wherever possible, children and/or vulnerable adults should be made aware that contractors are working on site wherever possible. The essence of the guidance is to 'SEGREGATE OR SUPERVISE' and this policy currently will be reviewed on an annual basis.

EMPLOYEE RESPONSIBILITIES

Employees should report in confidence to an identified Company Senior site contact any suspicions or incidents of abuse, harm or the risk of harm to children and / or vulnerable adults or where there is a concern about the behaviour of an individual.

Employees should also report any instances whereby children or vulnerable adults have approached them or where the employee has come into contact with children or vulnerable adults.

REVIEWED			
Signed	<i>NHarris</i>	Date	06/01/2022
Name	Natalie Harris	Position	Operations Director