

## Safeguarding Policy

### 1. Background

In recent years there has been increasing concern about the safety and welfare of both children/young people and vulnerable adults and there are now a number of statutory and other provisions relating to safeguarding that need to be taken into account. These include:

- The Education Act (2002) Section 175
- The Children Act (1989 and amendments)
- The Children Act 2004
- Working Together to Safeguard children 2006
- Safeguarding Vulnerable Groups Act 2006
- The Human Rights Act 1998
- Safeguarding Children and Safer Recruitment in Education 2007
- The Children Act 2004 states the legal definition of a child is "a person under the age of 19".
- Section 115(4) of the Police Act 1997 states that a person can be considered to be vulnerable if they are "substantially dependent upon others in performing basic physical functions, or their ability to communicate with those providing services, or to communicate with others, is severely impaired, and, as a result, they would be incapable of protecting themselves from assault or other physical abuse, or there is a potential danger that their will or moral well-being may be subverted or overpowered".

As a consequence, Principal Security Services Ltd has taken the view that in the interests of good practice there should be a clear policy and associated practices to guide work with under-18s (children and young people) and vulnerable adults.

### 2. Principals

Principal Security Services Ltd believes that children/young people and adults have rights as individuals and should be treated with dignity and respect. Principal Security Services Ltd will strive to provide a safe environment for any person while participating in activities relating to the business of Principal Security Services Ltd.

This policy also applies to activities undertaken by Principal Security Services Ltd on other client's premises.

This policy and procedures are based on the following principles:

- The welfare of children/young people and vulnerable adults is of primary concern.
- All children/ young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse.
- It is everyone's responsibility to report any concerns about abuse to the Designated Safeguarding person.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

### 3. Definition of Abuse

Abuse is any behaviour towards a person that deliberately or unknowingly causes him harm, endangers life or violates their rights. Abuse may be:

- Physical.
- Sexual.
- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others.
- Financial or material – stealing or denying access to money or possessions.
- Neglect.
- Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or cultural background.
- Institutional.

### 4. Training

In accordance with good practice Principal Security Services Ltd will ensure that the Designated Safeguarding person, staff deputed to act on their behalf and all other staff will receive appropriate training. This will include:

- Health and Safety issues.
- Handling a disclosure.
- Reporting an allegation.
- Confidentiality.
- Code of Practice and Code of Behaviour.

### 5. Related Principal Security Services Ltd Policies

- Recruitment Policy.
- Risk Assessment Procedure.
- Health and Safety Policy.
- Data Protection.
- Whistle Blowing Policy.
- Equality Opportunities policy.

### 6. Code of Good Practice for Staff

The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of children/young people and vulnerable adults and help to protect staff from any false allegation.

#### **You SHOULD:**

- Treat all children/young people and vulnerable Adults with respect and respect their right to personal privacy.
- Ensure that, whenever practicable, there is more than one adult present during activities or that you are within sight or hearing of others but in any event operate within the guidance offered by this code.
- Exercise caution when discussing sensitive issues with children/young people or vulnerable adults.

- Exercise caution in initiating any physical contact with a child/young person or vulnerable adults.
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse.

**You SHOULD NOT:**

- Spend excessive time alone with children/young people or vulnerable adults away from others.
- Take children/young people or vulnerable adults alone in a car journey, however short.
- Take children/young people or vulnerable adults to your home.
- Engage in physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate touching of any form.
- Make over-familiar or sexually suggestive comments or approaches to a child/young person or vulnerable adult even as a 'joke'.
- Let allegations, over familiar or sexually suggestive comments or approaches made by a child/young person or vulnerable adult go unchallenged or unrecorded.
- Do things of a personal nature that children/young people or vulnerable adults can do for themselves.
- Take photographs, videos or other images of a child/young person without the express permission of their parents.

## 7. Responsibilities and Procedures

All Principal Security Services Ltd staff are required to take shared responsibility for the safeguarding and safety of any children/ young people and vulnerable adults. They must be aware of and abide by Principal Security Services Ltd Code of Good Practice.

All Principal Security Services Ltd staff are in a position of trust, in particular those staff that come into daily contact with, children/young people and vulnerable adults.

The senior management team are responsible for:

- Ensuring all Principal Security Services Ltd staff are committed to safeguarding.
- Linking safeguarding throughout Principal Security Services Ltd strategies, policies and procedures.
- Ensuring that all efforts are made to highlight safeguarding measures to all staff who come in contact with children/young persons and vulnerable adults.
- Ensuring there is a commitment to safe recruitment, selection and vetting of all Principal Security Services Ltd staff.
- Ensuring that all Principal Security Services Ltd staff and contractors receive induction and training in how and where to report abuse.
- Ensuring that all concerns and allegations of abuse will be taken seriously by all Principal Security Services Ltd staff and will be responded to appropriately.

Principal Security Services Ltd has a Designated Safeguarding person to be the lead person with regard to safeguarding issues.

All Principal Security Services Ltd staff must contact the Designated Safeguarding person if they have any cause to believe that any child/young person or vulnerable adult involved in any activity with regard to Principal Security Services Ltd business, covered by this policy is in any way at risk.

Records will be kept of all such incidents and their outcomes and held by the designated Safeguarding person in accordance with the Data Protection Act.

All staff should be aware that in accordance with statutory requirements where safeguarding issues are involved, it is not possible to offer confidentiality to a person as any disclosures must be reported.

The role of the Designated Safeguarding person is:

- To receive information from any staff member (however that information was received) with safeguarding concerns and record it.
- Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.
- Consult initially with the client or a statutory safeguarding agency to test out any doubts or uncertainty.
- Make a formal referral to the client and a statutory safeguarding agency or the police.

## **8. Reporting and Monitoring Procedures**

Suspected abuse or disclosure about abuse must be reported to the designated person

It is the duty of staff, or anyone who reports abuse or suspected abuse, to inform only, not to investigate – this is the role of the Client, Police and Social Services.

A safeguarding issue is to be treated as a priority over all other work.

Guidance with regard to a specific incident may be obtained from the Designated Safeguarding person

An oral, and then written report using the correct form should be provided to the Designated Safeguarding person who will keep a confidential record of any such incidents.

If abuse is suspected the written report should record accurately concerns / observations / persons and be signed, timed and dated.

If abuse is disclosed, record the facts using the exact words of the person disclosing, do not make judgements or opinions. Note the time, date and context/setting of the disclosure. Ensure that early in the disclosure that the person understands that you will need to report what they are telling you to others.

Allegations of suspected abuse or abuse involving a member of staff should be reported to the Designated Safeguarding person (information available in the Staff Handbook).

**Name:** Tracie Coggin  
**Position:** Managing Director  
**Date:** 01/08/2019