



Shed Grounds Maintenance Ltd Safeguarding Children and Vulnerable Adults Policy.

Introduction

Shed Grounds Maintenance Ltd believes that it is always unacceptable for a child or vulnerable person to experience abuse or harm of any kind and recognises its responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults by a commitment to a practice that protects them.

Principles

- The welfare of children and vulnerable adults is paramount.
- All children and vulnerable adults (whatever their background and culture, maternity or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity) have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination.
- All children and vulnerable adults have the right to be protected from harm, exploitation, and abuse and to be provided with safe environments to live and play.
- Shed Grounds Maintenance Ltd is responsible for establishing appropriate policies and procedures to ensure that the companies activities promote the safety and wellbeing of children and vulnerable adults, e.g., safe recruitment policies, safe working practice.

Purpose

This policy demonstrates how Shed Grounds Maintenance Ltd will meet its legal obligations and reassure members of the public, employees and people working on behalf of the company:

- What they can expect Shed Grounds Maintenance Ltd to do to protect and safeguard children and vulnerable adults.
- To provide staff with guidance on the procedures that they should adopt if they suspect a child or vulnerable adult may be experiencing or be at risk of harm.
- To voice any concerns they may have through an established procedure.
- That there is an effective recording and monitoring system in place.
- That employees and contracted service providers receive the appropriate training.

Scope

This Safeguarding Policy is for employees or contracted service providers that come into contact with children or vulnerable adults. Safe Working Culture and Practice should be used on all occasions where employees or contractors encounter children or vulnerable adults.

Safe recruiting is of particular importance in the following instances:

- Parks and Grounds Maintenance



Contractors

Any contractor, sub-contractor, or other organisations on behalf of Shed Grounds Maintenance Ltd engaged in areas where workers are likely to come into regular contact with children or vulnerable adults, should have its own child protection and vulnerable adult policies. Contractors, sub-contractors, and other organisations on behalf of Shed Grounds Maintenance Ltd must undertake and monitor the validity and the level of the DBS checks for their relevant workers.

Some definitions

When the term 'children' is used in this document, this also includes 'young people' and 'young persons'. The phrase 'children and vulnerable adults' (or 'children, young people, and vulnerable adults') refer to:

- a) Anyone under the age of 18 years
- b) A person aged 18 years or over and who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may be because they:

- have a mental health problem or illness, including dementia.
- have a disability.
- have a sensory impairment.
- are old and frail and or experiencing a temporary illness.
- people with a substance misuse or an alcohol problem.

When the term 'parents' is used, we mean it in the broadest sense to include parents, carer(s) and guardians.

The term 'Contractors' also refers to sub-contractors and contracted service providers.

Disclosure and Barring Service (DBS) Safer recruitment decisions

Shed Grounds Maintenance Ltd is not a Children's Services Authority and therefore scope for working directly with children or with vulnerable adults is limited. Disclosure is sought where individuals have substantial or regular or unsupervised contact with children or vulnerable adults as part of their duties or responsibilities for or on behalf of the Shed Grounds Maintenance Ltd. DBS checks only guarantee that the person concerned does not have a relevant criminal conviction up to the date that the certificate is issued.

Risk assessments will be undertaken on job descriptions within the company to identify which jobs are likely to involve regular and/or substantial unsupervised contact with children and vulnerable adults. DBS checks will be undertaken appropriate to the right level of contact. The risk assessment for an adult working with vulnerable adults must also consider other forms of



potential abuse which do not necessary apply when working with children (i.e., financial abuse).

When posts are advertised, applicants are notified if they are subject to a DBS check.

Recognising potential abuse

People working for Shed Grounds Maintenance Ltd have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a child or vulnerable adult. Shed Grounds Maintenance Ltd will therefore encourage and expect staff to discuss any concerns they may have about the welfare of a person immediately with their reporting or line manager.

It is not the responsibility of our employees, or contracted service providers to determine if abuse is taking place. It is however their responsibility to follow the appropriate procedure within this policy should an alert be received, or concern raised that abuse may be taking place. Following the correct procedure will ensure the correct people / agencies are informed and the appropriate action taken.

Data Protection, Record Retention and Storage of Information.

Copies of safeguarding referrals and any other relevant documents or records (relating to the incident will be securely stored. This information will be retained in accordance with data protection periods and retention guidelines. The companies Data Protection Policy is available on request.

Information relating to an employee will be retained in their personal file. Access to Safeguarding incident records will by Senior Managers only.

Shed Grounds Maintenance Ltd must ensure that their staff are subject to appropriate checks and that their staff comply with the Safeguarding Children and Vulnerable Adults Policy and Procedures

Senior Managers are responsible for ensuring that staff they are responsible for receive the training they need, commensurate with their responsibilities.

All members of staff are responsible for carrying out their duties in a way that safeguards and promotes the welfare of children and vulnerable adults. They must also act in a way that protects them from wrongful allegations of abuse as far as possible, in line with this policy. They must bring matters of concern about safety and welfare of children and vulnerable adults to the attention of their line manager.



Contractors, sub-contractors on behalf of Shed Grounds Maintenance Ltd

Contractors are responsible for applying to appropriate DBS checks and that their staff comply with their appropriate Safeguarding Children and Vulnerable Adults Policy and Procedures. They are also responsible for informing Shed Grounds Maintenance Ltd managers of any concerns they encounter and refer in relation to safeguarding issues.

Communication

It is the responsibility of managers to ensure that all Shed Grounds Maintenance Ltd employees are familiar with the policy and procedures and the responsibility for all staff, to ensure that the policy is advocated. This will take place through initial induction and the training identified with line manager or another relevant senior manager.

Equality and Inclusivity

An equality impact assessment has been undertaken and the findings have been used to inform and develop this policy. Children and vulnerable adults, no matter what their circumstances or personal characteristics, have the right to be protected from harm and abuse. Whilst the policy has been designed to support children and vulnerable adults, potential barriers in relation to reporting were identified and mitigation and/or actions put in place to simplify the process and to make it more accessible.

Policy Review

This Safeguarding Policy will be reviewed every three years or in the event of changes in legislation, or to consider changes in working practices which may result from incidents or allegations occurring.

Peter Botham

Managing Director

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