

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

1. Introduction and Background

1.1 The Company aims to provide the highest possible standard of service. In this context Sayes is committed to ensuring that we take into account the specific needs of different groups of our employees, customers, clients and associates when considering the range and quality of service we provide.

1.2 In recent years there has been increasing concern nationally about the safety and welfare of both children and vulnerable adults. This policy has been developed with reference to Government safeguarding guidance and the good practice drawn from other like provider policies.

1.3 The Company is committed to supporting and working in partnership with our clients and customers to ensure the safeguarding of children and vulnerable adults we may come into contact with.

1.4 Further national guidance on safeguarding and 'duty of care' obligations is contained within the following;

- The Education Act (2002 – Section 15)
- The Children Act (1989 and Amendments)
- Every Child Matters (2003)
- The Children Act (2004)
- The Common Assessment Framework (2004)
- Working Together To Safeguard Children (2010)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Vulnerable Adults Scheme
- Establishment of the Disclosure and Barring Services (DBS)
- Cabinet Office Guidance on CRB Checks

2. Purpose of Policy

2.1 To set out the policies for safeguarding children and vulnerable adults in respect of The Company employees and partnering companies.

2.2 To make clear the responsibilities of our employees when working in the presence of children and vulnerable adults.

2.3 To advise Managers about the safeguarding requirements for partnering companies and agency staff

3. Policy Principles

3.1 The Company believes that children and adults have rights as individuals and should be treated with dignity and respect.

3.2 The welfare of young people and vulnerable adults is of primary concern.

3.3 All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, social-economic status, religious belief and / or sexual identity have the right to safeguarding from abuse.

3.4 It is everyone's responsibility to report any concerns about abuse to their Line Manager who will liaise with our clients and customers as appropriate.

3.5 All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly, appropriately and effectively.

3.6 The sharing of information will be guided by a case by case assessment but Sayes acknowledges that this is a vital element of safeguarding and improving outcomes for all.

4. Definition of Abuse

4.1 Abuse can be defined as any behaviour towards a person that deliberately or unknowingly causes them harm, or endangers life or violates their rights.

4.2 Abuse may be;

- Physical
- Sexual
- Psychological (for example being repeatedly made to feel unhappy humiliated, afraid or devalued by others)
- Financial or material (stealing from or denying access to money or possessions)
- Neglect
- Institutional abuse (abuse over a sustained period of time which becomes accepted as 'normal' behaviour)
- Discriminatory, (abuse motivated by discriminatory attitudes towards race, religion gender, disability or cultural background)

5. Responsibilities

5.1 All company employees are responsible for understanding, reporting and sharing information with regard to the safeguarding of children and vulnerable adults.

5.2 Managers at all levels have a particular responsibility to ensure all our staff understand safeguarding, receive training and are encouraged and supported through the safeguarding

process. In addition Managers are also responsible for guaranteeing that safeguarding standards are adhered to in the delivery of those services they have responsibility for.

5.4 In addition it should be noted that all employees are in a position of trust and interact with children, young people or vulnerable adults.

5.5 In the event that any employee requires information, advice or support in the delivery of this policy, then they should contact their line manager in the first instance or Sarah Mullaney (Office Supervisor).

6. Procedure

6.1 This policy is delivered through an internal procedure which will be provided to employees in hardcopy and will also be available on our IT system accessed from our Morley Office. The policy is also available to all via our Website www.Sayesltd.com

6.2 The procedure includes all necessary referral forms, guidance on completion, and detail on how documentation is to be securely stored.

7. Training

7.1 All the Company will be briefed on the safeguarding policy and procedure.

7.2 Annually the policy will be reviewed at team meetings to keep in the minds of employees.

7.3 Refresher training and training for new starters will be organised as necessary.

8. Policy Review

8.1 This policy will be reviewed at least once every year.