

### SAFEGUARDING

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#### PURPOSE

The purpose of this policy is to define our approach to safeguarding and protecting children, young people and vulnerable people who may be present during our work activities.

#### SCOPE

This policy applies to all AmcoGiffen projects, sites, offices and facilities. It applies to anyone working for or on behalf the company including agency staff and any other individual providing services to or on behalf of AmcoGiffen.

For the purposes of this document all those working for or on behalf of the company who are not employees of AmcoGiffen are referred to as “third parties”.

#### POLICY

##### 1. INTRODUCTION

- 1.1 AmcoGiffen recognises that everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation have a right to equal protection from all types of harm, abuse, discrimination or neglect.
- 1.2 AmcoGiffen is committed to safeguarding and promoting the welfare of children, young people and vulnerable people within our sites, offices and facilities.
- 1.3 When working in the presence of children, young people or vulnerable people, all employees and third parties working on behalf of the company must take all reasonable steps to provide a safe and considerate environment during the works.
- 1.4 There are references to children, young people and vulnerable people throughout this policy. If you are unsure whether an individual falls into one of these categories please contact a member of the HR team for assistance.

##### 2. RESPONSIBILITIES

- 2.1 Line Managers / Supervisors have a responsibility to:
  - Understand the Safeguarding policy and the company’s commitment to ensure all employees and third parties working on behalf of the company are provided with support, appropriate supervision and information regarding the principles of safeguarding
  - Escalate issues which may have a company-wide relevance or require a company resolution to your HR Manager or HR Business Partner

## POL-HR-01 POLICY STATEMENT

- Ensure effective arrangements are in place in order to share information and best practices and embed learning from incidents, as well as leading and defining improvement in safeguarding practice at a local level
- Ensure a risk-based approach to safeguarding employees and third parties working on behalf of the company is undertaken, in order to identify and control foreseeable risks
- Ensure a personal evacuation plan is developed and agreed for any disabled individual prior to them attending any of our sites, offices or facilities
- Brief employees and third parties, who work on behalf of the company near/with children young people or vulnerable people, on this Safeguarding policy.

2.2 All employees and third parties working on behalf of the company are in a position of trust; in particular those who manage, supervise, instruct, support, guide or in any way interact with children, young people or vulnerable people who are present in the workplace.

### 3. COMPANY PREMISES AND SITES

3.1 Where children, young people or vulnerable people are attending company premises or sites, the Site Lead must ensure that:

- Attendance is always planned in advance
- A risk assessment is undertaken and controls implemented prior to arrival. Those involved or affected (including the child, young person or vulnerable person, educational authorities, parents, guardians or carers) must be briefed on the risk assessment and the controls required
- Children, young people or vulnerable people are supervised at all times
- Children, young people or vulnerable people comply with any procedures in place at the premises such as signing in and out, wearing personal protective equipment and a visitors badge etc.
- Children, young people or vulnerable people are aware of and comply, under supervision, with fire, first aid and emergency procedures and safety rules.

### 4. MANAGING SAFEGUARDING ALLEGATIONS

4.1 The identity of any person involved in safeguarding allegations must always be protected and reports must not disclose any personal details including the individual's name(s).

4.2 Safeguarding allegations against an employee or third party working on behalf of the company must be reported to the Head of HR via the HR team.

4.3 Where Safeguarding allegations against an employee or third party working on behalf of the company are made, the HR department must be notified as to who will instigate an investigation. The names of those involved may only be disclosed to the HR Manager or HR Business Partner or investigating officer dealing with the allegation.

- 4.4 If a crime has been committed the company must liaise with the Police to allow follow up action to be taken.
- 4.5 Once a thorough investigation and appropriate action has been taken, anonymous lessons learned must be shared with line managers.

### **5. INFORMATION SHARING**

- 5.1 The Data Protection Act 2018 is not a barrier to sharing information, however records of what information has been shared, with whom and for what purpose must be kept in line with the AmcoGiffen GDPR procedures.
- 5.2 Those reporting a concern under the Safeguarding policy must be open and honest at the outset with the individual involved and where appropriate, educational authorities, parents, guardians or carers etc. about why, what, how and with whom information will or could be shared and seek their agreement unless it is unsafe to do so.
- 5.3 Those reporting a concern should share information with consent from those involved. If there is a potential risk to the wellbeing of the person involved or others, then information should be shared with or without consent. This will need to be based on the judgement of the person reporting the concern or on the facts or information available in each case.
- 5.4 Those reporting a concern must consider the safety and wellbeing of the person and others who may be affected by their actions and anyone found to be raising malicious claims may be subject to the disciplinary procedure.
- 5.5 Information should be shared if it helps to protect children, young people or vulnerable people, or to prevent a crime and fears about sharing information must not stand in the way of the need to promote the welfare and protect the safety of children, young people or vulnerable people.
- 5.6 Concerns must be shared with those involved or affected (including educational authorities, parents, guardians, carers). The sharing of information between responsible parties is essential for effective identification of harm, to providing early help where problems are emerging.

### 6. INCIDENT RESPONSE AND SUPPORT

- 6.1 If an employee or a third party working on behalf of the company has a concern that an individual, including a children, young person or vulnerable person, is at risk of harm or abuse outside of company premises reports should be made to:
- The Local Council or
  - NSPCC 0808 800 5000 or
  - Employees and third parties working on behalf of the company must call 999 if the individual is in immediate danger, or call the police on 101 if there is suspicion that a crime has been committed
- 6.2 Any unethical, dishonest or unacceptable behaviour encountered within company premises should be reported to the HR department.
- 6.3 Those who do not feel comfortable raising concerns in the above manner should refer to the AmcoGiffen Whistleblowing procedure.

### 7. COMMUNICATIONS

- 7.1 Any safeguarding issue that may attract media interest should be shared with the Regional Managing Director who will share the issue with the HR Director and Managing Director.

This Policy will be reviewed annually by the Company Directors for continued suitability.

The Directors will ensure that this Policy is communicated and understood at all levels within the organisation and be made available to interested parties.



**John Booth**  
Managing Director