

Safeguarding Policy

Introduction

This document sets out the Safeguarding of Children, Young and Vulnerable Adults Policy for London Washrooms Limited (“The Company”), which will be followed by all management and employees and promoted by senior management within The Company. All contractors will also be required to comply with the requirements of this Policy.

This Policy is supplemented by The Company Safeguarding Code of Conduct which all employees are required to read and sign and which is also provided to all contractors. A copy of the Code of Conduct is in Appendix A below.

The Company has introduced this Policy to fulfil our commitment to safeguard and promote the welfare of children, young and vulnerable adults in the course of our services.

We acknowledge that contractors and employees may come into direct contact with children, young and vulnerable adults in the course of our normal day to day activities. The purpose of this Policy and the Code of Conduct is to make sure that the actions of any adult in our employment, whilst performing the works for which they are employed by us, are transparent and safeguard the children and young and vulnerable adults that they may come into contact with.

Principle

The welfare of a child, young or vulnerable adult will always be paramount and will always be our first priority.

Accountability

Shane Grover has overall responsibility for safeguarding issues. In their absence or as an alternative Chris Davy will act as the responsible person.

On a day to day basis employees and contractors have an individual responsibility to ensure the provisions of this Policy are met and to report any suspected breaches of this Policy in accordance with the reporting procedures below.

Employees and contractors are required to acknowledge that responsibility for avoiding situations that may give cause to a safeguarding issue lies with them and not the child or vulnerable adult in question.

Recruitment

The Company checks the identity, addresses and references of all employees.

Applicants will be required to complete an application form and attend a face to face interview.

Any employee who will come into direct contact with children, young and vulnerable adults in the course of their employment will be required to undergo an enhanced DBS check before they may commence work.

The Company checks the identity of all contractors and will check and verify that they hold:

1. A recent DBS
2. Any other licence or permission required by a client of The Company

Training

All employees and contractors will be provided with a copy of this Policy and the Code of Conduct.

The Company encourages employees and contractors to raise any queries they have regarding this Policy and the Code of Conduct with the responsible persons.

The Company will cooperate with any organisation which requires employees to undergo further safeguarding training.

Reporting of safeguarding issues

Employees and contractors are required to notify any suspected safeguarding issues to the responsible person or if they are not available or appropriate, the alternative responsible person.

Employees and contractors may also be required to report such issues directly to a client, local authority, school or parent/guardian in accordance with client procedures or codes of conduct.

The Company will report and investigate safeguarding issues in accordance with its contractual and legal obligations.

Confidentiality

The Company understands that safeguarding issues are of a highly sensitive nature and that the confidentiality of all parties involved should be protected as far as the law permits.



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From washroom design to full installation

Employees and contractors should only report safeguarding issues through the proper procedure. Safeguarding issues should not be discussed with other employees or contractors outside of the reporting process and must not be discussed with members of the public or clients.

The Company will ensure that all records and documents relating to safeguarding issues are stored securely and that they can only be accessed by the appropriate persons.

Issued by

Signature: *Chris Davy*

Date: 01/01/24



Appendix A

London Washrooms Safeguarding Code of Conduct

1. Observe this Code at all times
2. Avoid contact with children/young people/vulnerable adults other than that required in the proper course of your duties
3. NEVER be in contact with children/young people/vulnerable adults outside of the proper course of your duties
4. Ensure that conversations with any child/young person/vulnerable adult are appropriate. Do not discuss personal matters or engage in conversations that are in any way sexual or physical in nature
5. Avoid physical contact except where required in the course of your duties or in case of an emergency (the actions of a 'touchy feely' person could be easily misinterpreted or misconstrued)
6. Do not use inappropriate or profane language
7. Dress appropriately
8. Ensure that you carry the required identification at all times
9. Report any matters out of the ordinary or of concern, involving children/young people/vulnerable adults, immediately to the appropriate person(s)
10. Do not give out addresses or mobile phone numbers to the children/young people/vulnerable adults
11. Do not arrange to meet with children/young people/vulnerable adults
12. Do not offer to buy items from children/young people/vulnerable adults
13. Do not give gifts or sell items to children/young people/vulnerable adults
14. Do not join in games with children/young people/vulnerable adults
15. Do not share food or drinks with children/young people/vulnerable adults (think of allergies and grooming implications)
16. Remember that your actions no matter how well-intentioned could be misinterpreted

Name:

Signature:

Company:

Date: