

## Safeguarding Children Policy

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### Revision Table

Revised on	Version #	Description	Approved by
	0.0	HP12- Initial Document Creation	Gary Anderson
08/06/2023	1.0	Format Update	Ashley Barber
22/10/2024	2.0	No Updates	Ashley Barber
07/10/2025	3.0	No Updates / Re-issue	Ashley Barber

### Policy brief & purpose

To provide information to all personnel on the importance of safeguarding children and ensuring that we are adhering to rules, regulations and client procedures



## Scope

This policy applies to all employees and subcontractors that work within an environment where children are present.

## Policy elements

### SAFEGUARDING / CHILD PROTECTION POLICY / CODE OF CONDUCT

#### **Introduction**

Holmes Building Contractors Ltd are responsible for ensuring that the company has safeguarding arrangements in place which are compliant with regulations and legislation.

#### **Child Protection / Safeguarding Policies**

Policy shall be based on the following

1. Safe recruitment
2. Training
3. Supervision and Safeguarding Procedure
4. Management of allegations
5. Whistle blowing
6. Information sharing and data protection
7. Code of conduct

#### **1. Safe Recruitment**

Safe recruitment is an important part of making sure that the people we employ / hire are suitable for the role they are undertaking.

To this end Holmes Building Contractors Ltd will ensure that relevant safeguarding, recruitment and barring checks have been undertaken for all Employees and the information is recorded on a confidential database.

Safe recruitment checks may include:

- Face-to-face interviews
- Undertaking criminal record checks
- Undertaking Barred list checks
- Checking references before confirming appointment
- A probationary and supervision period for new staff
- Monitoring conduct in the role
- Conducting in-role risk assessments



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An enhanced criminal record check will be sought for all personnel who will be visiting / working in a school environment.

The Disclosure and Barring Service (formerly the CRB) provides clear guidelines on what is involved to gain enhanced clearance.

Overseas checks are required when a person has lived/worked abroad for a period of 3 months or more during the last 5 years.

In addition, Holmes Building Contractors will always comply with any Client specific policies / requirements that are in place.

## 2. Training

Holmes Building Contractors Ltd will ensure that the safeguarding policy statement / code of conduct is brought to the attention of all employees.

## 3. Supervision

Supervisors and manager will monitor and ensure compliance of the safeguarding code of conduct on all applicable contracts / projects.

Any employees not complying with the code of conduct will be reported to senior management / Directors.

## 4. Management of allegations

Children can be subjected to abuse by those who work with them in any and every setting and all allegations of abuse or mistreatment of children must be taken seriously.

Responsibility for compliance rests with Holmes Building Contractors Ltd.

All allegations should be initially referred to Garry Holmes (Managing Director) who will instigate the investigation process

## 5. Whistle blowing

Safeguarding concerns about colleagues or managers may be difficult for staff to raise because of potential repercussions.

Senior Managers will have an open door policy and deal with all accusations very seriously

## 6. Information Sharing and Data Protection



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A copy of Employees Enhanced Disclosure & Barring Service certificates will be maintained in a confidential folder with access limited to senior managers. This will be used as a database to ensure that only enhanced checked employees are supplied to the school.

## 7. Code of Conduct

All personnel working on a school project must comply with the code of conduct below.

- a) Work safely and take responsibility for own actions and behaviour. Avoid any contact which would lead any reasonable person to question your motivation and intentions
- b) Avoid contact with children/vulnerable adults,
- c) NEVER give your personal contact details to children or young people, including your mobile phone number. Contact via social network sites is also unacceptable
- d) Work and be seen to work in an open and transparent way
- e) Stay within the agreed work area and access routes
- f) Obtain permission if you need to go outside the agreed work area or access routes from a representative of the school
- g) Keep staff informed of where you are and what you are doing
- h) Do not use profane or inappropriate language
- i) Dress appropriately, i.e. dress in a way that:
  - Is unlikely to be viewed as offensive, revealing or sexually provocative
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or contentious slogans
  - Is not considered to be discriminatory and is culturally sensitive

**REMEMBER: Your actions, however well intended could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations**

### Identification:

A suitable means of identification will be provided by all Holmes Building Contractors Ltd employees and subcontractors which will be produced for checking by the site administrator in advance of any works taking place e.g. DBS certificate backed up with driving license.

## Acknowledgement

Please date, print, sign and return to the office to show that you have fully read and understood the policy above.

DATE	PRINT NAME	SIGN
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