

## Company Policy Statement for Safeguarding.

During the course of our normal operations our staff will be working in situations where children, young persons or vulnerable adults will be present, the most common examples of this are schools, colleges, hospitals and care homes.

Whilst not having direct responsibility for the running of these establishments we accept the individual rules, regulations and policies created by these organisations to safeguard people apply to us when working on these sites.

Our own principles fully support this and are stated as follows:

The Pitkin & Ruddock group of companies believe that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe, and to this end we are committed to practise in a way that protects them.

We recognise that:

- where our staff are required to work in environments where children, young people and vulnerable adults are present we will not be fully aware of all the specific issues such as previous experiences, dependency levels and communication needs of the individuals who may be present. We will therefore be reliant upon the correct level of information being passed to us by the organisation responsible for the site, we expect this type of information to be highlighted at the initial point of contact when visiting site. If applicable this should be included in any site induction process. If the initial (risk) assessment of what is to be carried out requires it, a member of the organisations staff who is fully aware of the specific needs of the children, young persons or vulnerable adults in the work area should remain present at all times.
- we will make every effort to check the suitability of our staff for working in such environments and explain the general working practices and requirement to determine any specific site based needs before starting work. This will include Disclosure & Barring Service checks at a basic level for all our staff who may attend sites where children, young people and vulnerable adults are present. In addition to these formal third party checks, ongoing monitoring of staff will be carried out by our HR department.
- we will encourage our staff to report to the relevant persons, either at the organisation we are working for or within our own organisation, any concerns they may have regarding safeguarding issues. Such concerns if brought to our attention will be formally recorded and passed in a timely matter to the appropriate person at the organisation concerned and or to the appropriate authorities. Feedback will also be requested and recorded in the event of such a report being made by Pitkin & Ruddock.

The implementation, review and revision of this policy will be the responsibility of the Operations Director.

Policy review will take place annually or at any time when a change in circumstances, good practice or the law dictates.

*This policy should be read alongside our other company policy documents, which cover all aspects of HSEQ and general operating practices within our business.*

PITKIN AND RUDDOCK LTD