

## Safeguarding Policy

### Children and Vulnerable Adults

During the course of our site work, there may arise situations where working within occupied premises will lead to direct contact with children and vulnerable adults. It is our duty to ensure that these higher-risk individuals are protected from harm and the following policy is to be communicated to and followed by all employees and subcontractors working on behalf of the company.

### Risk Assessment

Safeguarding measures required should be in proportion to the risk for each individual project. The appointed Project/Contract Manager is responsible for ensuring that site specific risks are assessed and controlled so far as is reasonable practicable, prior to start on site.

These control measures are to be issued to the client for their review, and communicated (RAMS Briefing) to the workforce as part of the standard site induction requirements.

### Safeguarding Measures

#### Segregation

Where possible, works are to be scheduled in hours where contact can be eliminated or reduced (e.g. work in schools outside of term time). Start/Finish and break times are to be agreed in advance to minimise interfaces with others on site.

Within a live environment the work area is to be physically segregated, as practicable for the duration of the task, by means of locked routes, fencing, barriers, tape and warning signage as necessary.

Sharing of welfare facilities should be eliminated/minimised, particularly toilet facilities within schools where the primary choice will be to allocate contractor specific facilities.

#### Supervision

At all times on site where vulnerable persons are present, ongoing supervision arrangements are to be in place. All workers will be required to sign in/out and ensure that their supervisor/co-workers, and the site agent/contact where applicable, is aware of their current task and work location. In higher-risk work areas, no lone working will be permitted.

Photographic identification is to be carried at all times, in addition to company branded workwear, so ongoing verification of persons on site can be managed.

#### Vetting

Should the risk assessment identify that there is a higher risk of contact with vulnerable persons (e.g. regular/prolonged), a DBS Basic Disclosure will be required. It is our policy that these will be renewed every 3 years where it is a requirement for an individual to hold a certificate.

Any client-specific requirements in excess of this policy (e.g. enhanced DBS) are to be established at the planning stage.

## **Code of Conduct**

When working on a site with safeguarding requirements, the following rules are to be followed, to minimise risks to vulnerable individuals, and protect your own and the company's professional reputation:

- Avoid situations where you are alone with a vulnerable adult or child. Secure the work area and report to the manager/supervisor if it is not appropriate to continue.
- Minimise interaction with vulnerable persons on site. Do not engage in casual conversation and never give out your personal contact details.
- Stay within the agreed working area and use the designated access routes. Escalate to the manager/supervisor for review if you need access outside of the main work area.
- Ensure your co-workers/supervisor know where you are and what you are doing at all times.
- Do not use foul or inappropriate language at any time. Be aware of your own and your co-worker's actions and behaviour.
- Dress appropriately. Avoid any clothing that could be viewed by others to be offensive, discriminatory or provocative.
- Report any concerns with site arrangements or inappropriate conduct witnessed to the manager/supervisor, or escalate directly and confidentially to senior management.

Remember that your actions, no matter the intention, could be misinterpreted by others. Always avoid placing yourself in vulnerable situations.