

	<b>Safeguarding Policy</b>	Document No	SP1
		Issue No	3
		Date	21/03/2023
		Page	1 of 9



## **SAFEGUARDING POLICY STATEMENT AND PROCEDURES**

**OCTOBER 2022**

**H W WILSON LIMITED  
14 North Road  
South Ockendon  
Essex RM15 6QL**



## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	2 of 9

### CONTENTS

1. Safeguarding Policy Statement
2. Management Structure
3. Responsibilities and Duties
4. Recruitment
5. Training
6. Behavior



## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	3 of 9

### 1. SAFEGUARDING POLICY STATEMENT

H W Wilson Limited is committed to putting in place a policy on safeguarding which will be effective.

As such, H W Wilson Limited recognises the role and responsibilities it has in safeguarding and promoting the welfare of children and vulnerable adults to ensure the well-being of those persons in the vicinity of H W Wilson Limited works.

Each project undertaken, where contact with children and vulnerable adults is likely or possible, must be assessed for risk in this respect and appropriate controls put in place at the planning stage.

The co-operation of employees is vital to the success of the policy and views on the procedures implemented welcomed. The company encourage all employees to discuss arrangements in place with the directors.

The policy applies to all staff, labour only workers, subcontractors and organisations providing services under contract with H W Wilson Limited.

The policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities.

All employees are required to read the policy upon recruitment and will be made aware of revisions to the policy and procedures.

For and on behalf of H.W Wilson Limited

Peter Wiffen  
Managing Director

Signed: 

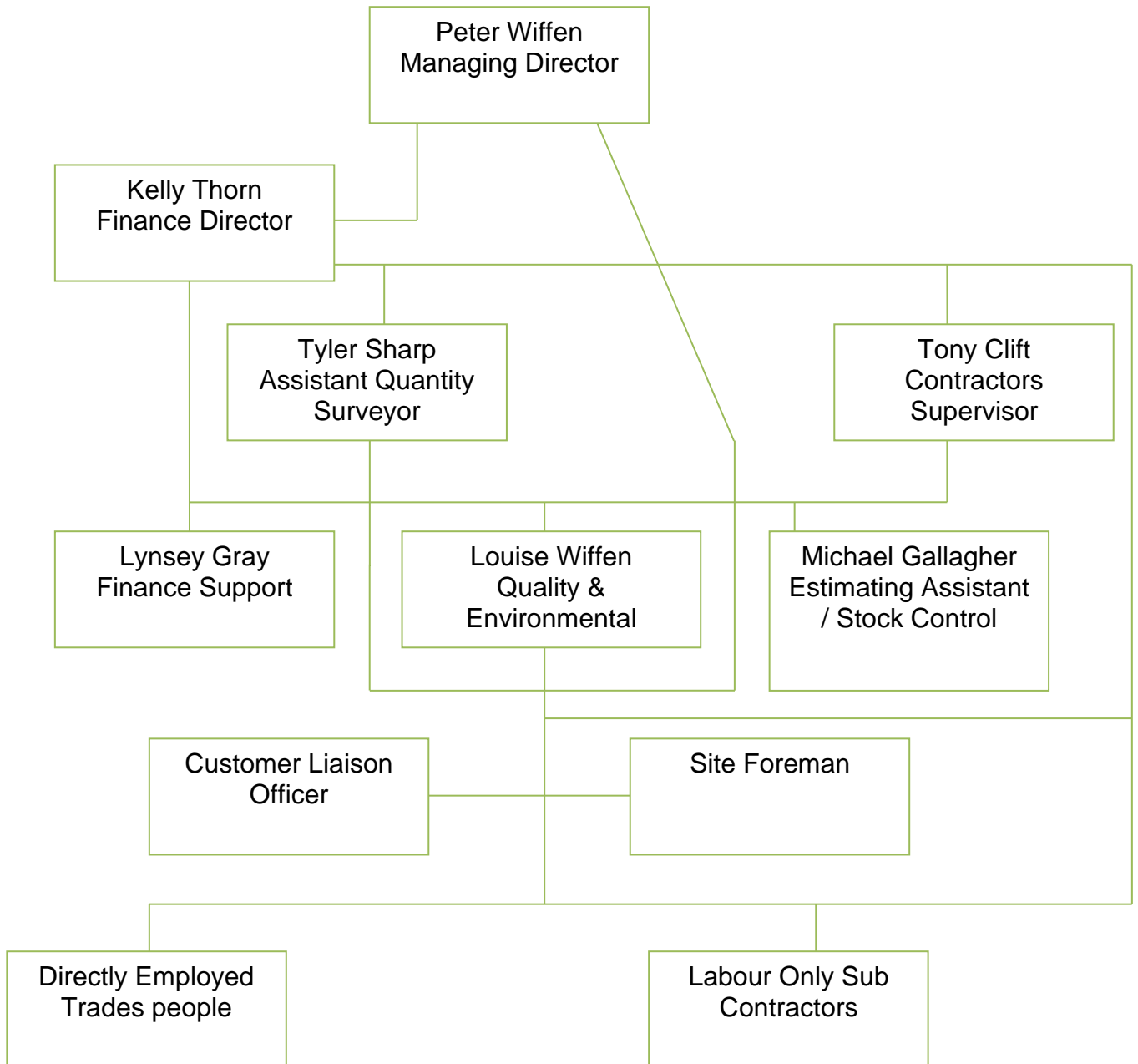
Date: 1<sup>st</sup> October 2022



# Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	4 of 9

## 2. MANAGEMENT STRUCTURE





## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	5 of 9

### 3. RESPONSIBILITIES AND DUTIES

#### The Directors

Arrange for the preparation, updating and review of the company safeguarding policy and ensure that it is brought to the notice of all employees.

Ensure that employees and sub-contractors are aware of the requirements placed upon them by the company safeguarding policy and the specific arrangements at each site location or premises where maintenance works are being carried out.

Make arrangements for the provision of information and organise appropriate training for specific employees relevant to the duties they perform for the company.

Ensure that competent persons are employed to undertake works around children or vulnerable adults.

Bring the safeguarding procedures and results of risk assessments to the attention of those affected; ensure that these are clearly understood by persons who have to implement or abide by such procedures.

Maintain a system of consultation with employees on safeguarding matters and ensure that safeguarding is included on the agenda of all relevant management and project meetings.

Institute procedures for reporting and investigating any breaches of the safeguarding policy; promote analysis of investigations to improve performance.

Where employed as a contractor provide relevant information to the client relating to site activities detailing how the mechanical services works will be carried out safely without contact with children or vulnerable adults at the site.

Ensure that the recruitment policy includes checks on the character of potential employees and that all relevant staff undertake a Disclosure and Barring Service (DBS) check.

Monitor the effective reporting of all incidents in accordance with the policy procedures.



## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	6 of 9

### Site Employees

Co-operate with management in order to carry out the arrangements detailed in the safeguarding policy and the specific procedures for the site.

Consult with the site supervisor with regard to any site safeguarding procedures that may be unclear or could be improved.

Report any breaches of the policy and procedures observed to Peter Wiffen directly at the office or to site management

Notify the site supervisor, client or other nominated person regarding unsupervised children or vulnerable adults close to the site working location or those displaying unreasonable behaviour towards H W Wilson Limited employees.

Do not engage in conversation with, or disputes between children or vulnerable adults at the site.

Cease works where necessary, whenever there is any possible conflict or potential harm to vulnerable persons and make the workplace safe

Ensure that H W Wilson Limited works are securely barriered off to prevent unauthorised access to the site working locations.

Do not leave tools or materials outside of the working area where they pose a risk to the safety of others.

Follow the procedures as set out in the policy regarding behaviour at all times.



## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	7 of 9

#### 4. RECRUITMENT

All vacancies are advertised and filled in accordance with the company Equal Opportunities Policy.

All staff are required to disclose criminal convictions, provide proof of eligibility to work in the UK and show photographic identification when applying for vacancies.

All applicants will be made aware of the company's commitment to its safeguarding, equal opportunities, environmental and health and safety policies.

Reference checks will be carried out on all successful applicants before they are offered the position.

All new members of staff are to undertake a Disclosure and Barring Service (DBS) check. Disclosures will be retained in the employee's personnel file. All disclosures will be renewed annually in line with legislative and company procedures.

All existing site and maintenance engineers have undertaken these checks.



## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	8 of 9

### 5. TRAINING

On induction all H W Wilson Limited staff are required to read this policy and agree to abide by its contents.

All staff will be given further training when the policy changes or is amended in line with UK legislation.

Safeguarding procedures are reinforced on site induction where children or vulnerable adults may be present.

Safeguarding training will be recorded in the employees' personnel files.





## Safeguarding Policy

Document No	SP1
Issue No	3
Date	21/03/2023
Page	9 of 9

### 6. BEHAVIOUR

All H W Wilson Limited staff are required to behave in a safe, responsible and mature manner when working for H W Wilson Limited.

H W Wilson Limited will never allow members of staff to undertake lone working at a site where children and vulnerable adults are present, or where persons under the age of 18 are unsupervised.

If a member of staff is ill or fails to turn up to site H W Wilson Limited will arrange for another member of staff to attend site or for the works to be postponed.

Employees will be appropriately dressed at all times and wear company embossed clothing. At no time are H W Wilson Limited staff permitted to remove t-shirts whilst at work.

All employees must display the company issued photographic ID on their persons. If the ID has become damaged or illegible they must report this to the office where a new card will be issued.

At no point is a member of H W Wilson Limited staff to enter a site where persons under the age of 18 or vulnerable adults are unsupervised. The employee should leave the site and inform the Site/Contracts Manager.

The contract administrator is to be informed and possible delays explained.

All employees are to refrain from inappropriate language and must bear in mind that works are being carried out at occupied premises with the presence of children.

At no point is a member of H W Wilson Limited staff to engage in conversation with, or become involved in a dispute with children or vulnerable adults at the site.

If a child or vulnerable adult is dangerously close to the site working area, works must stop and member of management must be informed.

Works must not recommence until the child/vulnerable adult is under adequate supervision and safely away from the working area.

If a child or vulnerable adult behaves unreasonably towards a member of H W Wilson Limited staff, or where an employee feels threatened, they are to leave the site and inform the Site/Contracts Manager immediately.

Under no circumstances is an employee or sub-contractor to solicit for works outside of the specified works as set out in the contract.