

# SAFEGUARDING POLICY

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## Aim of the Policy

The aim of this policy is to provide confidence to all project committees that Western Blueprint Limited (Blueprint) are committed to full compliance with regards to our safeguarding roles, and to provide information for any interested party about the safeguarding measures that Blueprint employs in ensuring that it meets its responsibilities to promote the welfare of, and safeguard children, vulnerable and young people (vulnerable people).

## Introduction and Scope

Blueprint are specialist contractors that operate within the catering industry. As a result of Blueprint activities, it would be expected that projects may be located at facilities where safeguarding procedures are implemented. Examples of this would include Schools, Care Homes and other education or care facilities.

This policy aims to meet the needs of safeguarding expectations, customer expectations, legal requirements and the needs of those to be safeguarded.

All agencies and individuals share the responsibility to protect vulnerable people from harm or the risk of harm. As adults, we all have a duty to safeguard and promote the welfare of vulnerable people.

This policy is based on the following key principles:

- The welfare of the vulnerable individual is paramount.
- All vulnerable people have the right to be healthy; stay safe; enjoy and achieve; make a positive contribution; achieve economic wellbeing.
- All vulnerable people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

Whilst it is not the responsibility of Blueprint to determine whether or not abuse has taken place (this is undertaken by external protection professionals), Blueprint shall ensure to report any concerns in relation to vulnerable people to the Designated Safeguarding Lead (DSL).

Blueprint may have direct contact with vulnerable people, and due to the nature of our business, we may work within the same building or facility as vulnerable people.

Blueprint work sites will be secure, and safety arrangements will be put in place as necessary to ensure others are restricted from accessing our working areas.

## Safe Recruitment

Safe recruitment is an important part of making sure that the employee is suitable for the role they are undertaking.

Blueprint shall employ this policy regardless of whether the client or customer has site specific safeguarding arrangements in place.

It is the responsibility of the client to express the need for any site specific safeguarding arrangements in writing, typically at the Project Planning Stage. It is the responsibility of Blueprint Project Managers to ensure this policy is adhered to in selection of appropriate staff and sub-contractors working on site.

As a minimum, Blueprint Project Managers overseeing a project where site specific safeguarding has been identified as a requirement shall ensure that:

- All staff have completed appropriate safety and security checks applicable to the contract (for example DBS Checks).
- Only said staff and contractors are used for the duration.

This applies to all and any Blueprint commissioners and workers and would not be expected for a person who would be a “Visitor” to site (for example, suppliers taking measurements, safety inspectors or any other visitor) provided that a suitably competent person is hosting at all times.

Blueprint shall ensure that all the relevant safeguarding, recruitment and barring checks have been undertaken for all Employees or sub-contractors and shall keep appropriate records.

These checks may include:

- Face-to-face interviews.
- Checking Self-Declaration forms for relevancy to the role.
- Undertaking criminal record checks.
- Undertaking Barred List checks.
- Checking references before confirming appointment.
- A probationary and supervision period for new staff.
- Conducting personal development reviews.
- Monitoring conduct in the role.
- Conducting in-role risk assessments.

An enhanced criminal record check must be sought for all identified persons working on any project where this is a minimum requirement. This shall be identified within the project tender stage by the Project Manager.

The Disclosure and Barring Service provides clear guidelines relating to posts that meet the definition of Regulated Activity and that are eligible for an Enhanced Disclosure.

## Training

Blueprint Directors and Project Managers shall have current Safeguarding certification to ensure they are up to date with latest Government guidelines and regulations.

As a minimum, staff training will include an explanation of the Company’s Safeguarding Policy including the context and implementation; this will usually be carried out during staff induction and will cover:

- Being aware of the importance, and their responsibility in appropriately sharing their concern where they are worried that a vulnerable person may be suffering, or at risk of, abuse.
- Being aware of how to report concerns when concerned about the behaviour of a colleague/member of staff.
- Understanding and being able to implement safe working practices for individual workers.
- Knowing who in the organisation has safeguarding lead responsibility (DSL).

## Supervision and Safeguarding Procedure

When working on the delivery of a project, Blueprint will comply with all current and in force Statutory guidance and any site-specific policies that are in place.

Specifically, Blueprint is committed to ensuring compliance with the Code of Conduct shown in Appendix 1.

## Management of Allegations

Blueprint employees, working in environments where children may be present, shall comply with the Child Protection Procedures in place at that establishment.

Vulnerable people can be subject to abuse or neglect in any location and anyone can be an abuser – it is often someone who is known and trusted.

Blueprint will report any such incident in accordance with the companies incident reporting procedures.

## Definitions and Signs of Abuse

There are four recognised types of abuse and it is important that all Blueprint staff and sub-contractors understand how to recognise them:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

There is clear evidence that disabled vulnerable people have an increased vulnerability to being abused, and that the presence of multiple impairments further increases their vulnerability.

There are many reasons for this, and it is a priority for Blueprint that all employees will be familiar with this policy to ensure that all those who work with disabled vulnerable people have good understanding of these reasons.

## Reporting Procedures

### *Emergency Situations*

If emergency medical attention is required, this must be sought by dialling 999.

If a child is in immediate danger the police should be contacted on 999 as they alone have the power to remove a child immediately if protection is necessary, via their powers to use Police Protection.

### **Other Situations**

It is vitally important that any disclosure made in confidence is recorded factually in writing as soon as possible; this is whether or not the matter is taken to another authority.

An accurate account should be made of:

- Date and time of what has occurred and the time the disclosure was made.
- Names of people who were involved.
- What was said or done by whom.
- Any action taken by the group to gather information and refer on.
- Any further action, e.g. suspension of a worker or volunteer.
- Where relevant, reasons why there is no referral to a statutory agency.
- Names of person reporting and to whom reported.

The designated member of Blueprint responsible for Safeguarding is the Project Manager, who is responsible for appropriate reporting of the situation the DSL.

### **Information Sharing and Data Protection**

Blueprint shall ensure all data is securely stored and shared only with relevant departments or bodies, such as the Disclosure and Barring Service, in order to safeguard vulnerable people.



**Richard Russell**  
Director



**Thomas Lowe**  
Director

Date: 12 August 2024

**Date to be reviewed: by August 2025**

## Appendix 1 - Code of Conduct

To ensure the safety of our service users, please help us by ensuring that all personnel working on the project comply with the code of conduct below.

It is the responsibility of all adults to safeguard and promote the welfare of children, vulnerable and young people. The Supplier is asked to ensure that any person directly employed by them or through a sub-contractor agrees to comply with the following:

- 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 and young people.
- c) Never give your personal contact details to children, vulnerable and 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) Never be in contact with children without supervision from a representative for the site undergoing works.
- f) Stay within the agreed work area and access routes.
- g) Obtain permission if you need to go outside the agreed work area or access routes from a representative for the site undergoing works.
- h) Keep staff informed of where you are and what you are doing.
- i) Do not use profane or inappropriate language.
- j) 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 should be provided by all contractors/sub-contractors and be agreed and produced for checking by the site administrator in advance of any works taking place. If a contractor fails to produce such ID they shall be refused entry to the site.

The means by which any contractors' staff are to be identified will be determined in each case to suit the location and nature of the work being undertaken.

Typical methods may include: ID badges with photo ID.

Identification will only ever be used as a supplementary measure to separation and supervision.

## Appendix 2 - Guidance

### *How to respond to a child, vulnerable or young person disclosing abuse*

#### **DO:**

- Do treat any allegations extremely seriously and act at all times towards the person as if you believe what they are saying.
- Do tell the person they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell and why.
- Do tell the person what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – inform your nominated DSL immediately.
- Do write down everything said and what was done.

#### **DON'T:**

- Don't make promises you can't keep.
- Don't interrogate the person – it is not your job to carry out an investigation – this will be up to the police and social care, who have experience in this.
- Don't cast doubt on what the person has told you, don't interrupt or change the subject.
- Don't say anything that makes the person feel responsible for the abuse.
- Don't do nothing – make sure you tell your nominated DSL immediately – they will know how to follow this up and where to go for further advice.