

## 1. THE PURPOSE AND SCOPE OF THIS POLICY

The purpose of this policy is to set out the Company's approach to safeguarding and promoting the welfare of children and young people employed by the Company and those who may temporarily be on the Company's premises as visitors etc.

## 2. DEFINITIONS

The following definitions apply:

**Child** – a child is classified as a person under 18 years of age.

## 3. PROTECTING INDIVIDUALS FROM HARM/RADICALISATION

**Harm** – something that hurts someone either physically or emotionally and can take many forms.

Harm can be:

**Abuse** – misuse of power and authority by one person over another. An individual may be abused by someone inflicting harm or another's failure to act to prevent harm.

**Physical abuse** – physical harm caused to an individual.

**Emotional abuse** – maltreatment causing severe and adverse effects to an individual's emotional development.

**Sexual abuse** – forcing or enticing an individual to take part in sexual activities.

**Neglect** – persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of health or development.

**Radicalisation** – radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social or religious ideals and aspirations.

The Company is committed to ensuring that it provides a safe environment for children (regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation) from all types of harm or abuse and will:

- Provide advice and support to employees on issues relating to safeguarding;
- Maintain a record of any safeguarding complaints or concerns;
- Use our procedures to manage any allegations against employees;
- Create and maintain an anti-bullying environment and deal effectively with any bullying that does arise;
- Ensure that we have effective complaints and whistleblowing measures in place;
- Ensure that we provide a safe physical environment for children, young people and employees by applying health and safety measures in accordance with the law and regulatory guidance;
- Ensure that parents/guardians and carers of children are aware of this policy; and
- Ensure that appropriate training is given to employees on issues relating to safeguarding.

#### **4. RAISING A CONCERN OR A COMPLAINT**

Any employee who wishes to raise a concern or complaint under this policy should in the first instance discuss the matter with their line manager. If this is not appropriate an employee should speak to Human Resources or a Director.

Employees are also referred to the Company's Grievance Procedure.

#### **5. BREACHES OF THIS POLICY**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure.

