

## **P31 Safeguarding Policy**

<b>1. Introduction</b>	<p><b>Vietec Ltd</b> makes a positive contribution to a strong and safe community and recognizes the right of every individual to stay safe.</p> <p>In the execution of its work <b>Vietec Ltd</b> may come into contact with children and / or vulnerable adults through the following activities:</p> <ul style="list-style-type: none"> <li>• School sites</li> <li>• Nursery sites</li> <li>• Academy sites</li> </ul> <p>The types of contact with children and / or vulnerable adults will be controlled through on-site staff and will sign the visitors book and pay adherence to any relevant customer's school, nursery, care home policies and procedures for contractors.</p> <p>This policy seeks to ensure that <b>Vietec Ltd</b> undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support PAT technicians in their practices and clarifies the organisation's expectations.</p>
<b>2. Confirmation of reading</b>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for <b>Vietec Ltd</b>.</p> <p><b>Please complete the details below and this form will be held on record.</b></p> <p><b>Employee Name:</b></p> <p><b>Employee Signature:</b></p> <p><b>Date:</b></p>
<b>3. Legislation</b>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> <li>• Working Together to Safeguard Children (2023)</li> <li>• Children Act 1989</li> <li>• Adoption and Children Act 2002</li> <li>• Children Act 2004</li> </ul>



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	<ul style="list-style-type: none"> <li>• Safeguarding Vulnerable Groups Act 2006</li> <li>• Care Standards Act 2000</li> <li>• Public Interest Disclosure Act 1998</li> <li>• Police Act 1997</li> <li>• Mental Health Act 1983</li> <li>• NHS and Community Care Act 1990</li> <li>• Rehabilitation of Offenders Act 1974 (updated 2023)</li> <li>• Mental Capacity Act 2005 – Code of Practice (last updated 2020)</li> </ul>
<b>4. Definitions</b>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take several forms, including the following:</p> <ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Emotional abuse</li> <li>• Bullying</li> <li>• Neglect</li> <li>• Financial (or material) abuse</li> </ul> <p><b>Definition of a child</b>        A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p><b>Definition of Vulnerable Adults</b>        A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.        This <b>may</b> include a person who:</p>



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	<ul style="list-style-type: none"> <li>• Is elderly and frail</li> <li>• Has a mental illness including dementia</li> <li>• Has a physical or sensory disability</li> <li>• Has a learning disability</li> <li>• Has a severe physical illness</li> <li>• Is a substance misuser</li> <li>• Is homeless</li> </ul>
<b>5. Responsibilities</b>	<p><b>All Employees</b> have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all employees to promote good practice by being professional and an excellent role model, contribute to discussions about safeguarding.</p> <p><b>Additional specific responsibilities</b></p> <p>The MD has a responsibility to ensure:</p> <ul style="list-style-type: none"> <li>• The policy is in place and appropriate</li> <li>• The policy is accessible</li> <li>• The policy is implemented</li> <li>• The policy is monitored and reviewed</li> <li>• Ensure staff (paid and unpaid) have access to appropriate training/information</li> <li>• Promoting the welfare of children and vulnerable adults</li> <li>• Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately</li> </ul>
<b>6. Implementation Stages</b>	<p>The scope of this Safeguarding Policy is best practice, it will be implemented via a range of policies and procedures within the organisation. These may include:</p> <ul style="list-style-type: none"> <li>• Whistleblowing – ability to inform on other staff/ practices within the organisation</li> <li>• Grievance and disciplinary procedures – to address breaches of procedures/ policies</li> </ul>



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- Health and Safety policy, including lone working procedures, mitigating risk to staff and clients
- Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose
- Staff induction
- Staff training

#### **Safe recruitment**

Vietec Ltd ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –recruitment is done in line with safe recruitment practices.
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles where the customer business requires it so.
- No formal job offers are made until after checks for suitability are completed (including basic checks and 2 references).

#### **Service delivery contracting and sub-contracting:**

- There will be systematic checking of safeguarding arrangements of partner organisations



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	<ul style="list-style-type: none"> <li>Safeguarding will be a fixed agenda item on any partnership reporting meetings.</li> <li>Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures’.</li> </ul>
<b>7. Communications training and support for staff</b>	<p>Vietec Ltd commits resources for induction, training of staff, effective communications and support mechanisms in relation to Safeguarding</p> <p><b>Induction</b> will include:</p> <ul style="list-style-type: none"> <li>Discussion of the Safeguarding Policy (and confirmation of understanding)</li> <li>Discussion of other relevant policies</li> <li>Ensure familiarity with reporting processes, the role of the MD (and who acts in their absence)</li> <li>Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the Alerter guide for adult safeguarding</li> </ul> <p><b>Training</b> All employees who, through their role, may be indirectly in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include:</p> <ul style="list-style-type: none"> <li>Safeguarding Children and Young People</li> <li>Safeguarding Vulnerable Adults</li> </ul> <p><b>Communications and discussion of safeguarding issues</b> Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:</p> <ul style="list-style-type: none"> <li>Team meetings</li> <li>One to one meetings (formal or informal),</li> </ul> <p>Other aspects of communications may where appropriate may include:</p> <ul style="list-style-type: none"> <li>Provision of a clear and effective reporting procedure which encourages reporting of concerns.</li> <li>Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.</li> <li>Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection</li> </ul>



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	<p><b>Support</b> <b>Vietec Ltd</b> recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> <li>• Debriefing support for staff so that they can reflect on the issues they have dealt with.</li> <li>• Seeking further support as appropriate e.g. access to counselling.</li> <li>• Staff who have initiated protection concerns will be contacted by MD within a timescale of week.</li> </ul>
<b>8. Professional boundaries</b>	<p><b>Vietec Ltd</b> expects employees to protect the professional integrity of themselves and the <b>Vietec Ltd</b>. The following professional boundaries must be adhered to:</p> <p><b>Staff contact with user groups.</b></p> <ul style="list-style-type: none"> <li>• Taking family members to a customer site is not allowed</li> <li>• Selling to or buying items from a service user/client is not allowed</li> <li>• Accepting responsibility for any valuables on behalf of a client is prohibited</li> <li>• Accepting money as a gift/ Borrowing money from or lending money to service users is prohibited</li> <li>• Personal relationships with a third party related to or known to service users is not allowed</li> <li>• Vietec Ltd prohibits accepting gifts/ rewards or hospitality from organisations as an inducement for either doing/ not doing something in their official capacity</li> <li>• Be cautious of, or avoid personal contact with clients</li> </ul> <p>The following policies also contain guidance on staff (paid or unpaid) conduct:</p> <ul style="list-style-type: none"> <li>• Code of conduct</li> <li>• E-safety</li> <li>• Computer misuse.</li> </ul>



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	If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures
<b>9. Reporting</b>	<p>The process outlined below details the stages involved for any employee in raising and reporting safeguarding concerns at Vietec Ltd</p> <p>Communicate your concerns with your immediate manager</p> <p>Communicate your concerns with the on-site contact immediately</p> <p>Take appropriate action as advised by the customer on-site contacts</p> <p>Ensure that feedback from the Local Authority is received and their response recorded</p>
<b>10. Allegations Management</b>	<p><b>Vietec Ltd</b> recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:  <b>First step:</b> Any employee from <b>Vietec Ltd</b> is required to report any concerns in the first instance to the MD or peer. A written record of the concern will be completed by the MD.</p> <p><b>Second step:</b> – follow the advice provided</p> <p><b>Vietec Ltd</b> recognises its legal duty to report any concerns about unsafe practice by any of its technicians to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document: <a href="#">dbs-referral-faq.pdf</a></p>
<b>11. Monitoring</b>	<p>Vietec Ltd will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> <li>• Safe recruitment practices</li> <li>• References applied for new staff</li> <li>• Records made and kept of supervision sessions</li> <li>• Training – register/ record of staff training on child/ vulnerable adult protection</li> </ul>



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	<ul style="list-style-type: none"> <li>• Monitoring whether concerns are being reported and actioned</li> <li>• Checking that policies are up to date and relevant</li> <li>• Reviewing the current reporting procedure in place</li> <li>• Presence and action of Designated senior manager responsible for Safeguarding is in post</li> </ul>
<b>12.Managing information</b>	<p>Information will be gathered, recorded and stored in accordance with the following policies:</p> <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Confidentiality Policy</li> </ul> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests.</p> <p>However, information will be shared on a need to know basis only, as judged by the Managing Director</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
<b>13.Communicating and reviewing the policy</b>	<p><b>Vietec Ltd</b> will make clients aware of the Safeguarding Policy through the following means:</p> <p>Displayed on Website</p> <p>Highlighted in Training Sessions</p> <p>This policy will be reviewed every year and when there are changes in legislation.</p>



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