

Safeguarding Policy

13 March 2013

Last reviewed: 15 November 2024

Policy Application

This policy applies to all Pellikaan Construction Ltd (Pellikaan) staff and covers our approach to safeguarding children, young people and vulnerable adults we might come across in our business.

We are committed to putting the necessary safeguards in place to protect the above groups and will not tolerate any form of abuse, harassment or exploitation.

We also wish to avoid putting staff in a situation where abuse might be alleged, and ensure that our people are aware of exactly what to do, should abuse be suspected.

All staff have a duty to understand their individual duties under the policy, to ensure compliance with legal and policy requirements, and application of best practice.

This policy also applies to subcontractor staff.

Definitions

Vulnerable adults

A vulnerable adult is a person aged 18 years or over who may be unable to:

- Protect themselves from harm, abuse or exploitation
- Speak out for themselves
- Take care of themselves.

They may be vulnerable due to being old and frail, having a mental health problem or disability or sensory impairment or having some form of illness. However, we do not assume that they are vulnerable to abuse or unable to safeguard their own interests and wellbeing simply through age or disability.

Vulnerable people may be exploited through being drawn into drugs, gangs, terrorism and through physical and sexual exploitation.

We recognise our responsibility to ensure the safety and wellbeing of these people and to have clear guidelines on our procedures.

Children and young people

Being a child or young person (anyone between 0 and 18 years old) makes them vulnerable to abuse or neglect by adults.

Abuse

Abuse or neglect of a child, young person or vulnerable adult is caused by inflicting harm, or by failing to act to prevent harm. They may be abused or neglected in a family or in an institutional or community setting, by those known to them or more rarely by a stranger.

Abuse may be physical, emotional, or sexual in nature or through neglect. Abuse may also occur through modern slavery and threat from terrorism.

- Physical Abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill-health to, a child

or young person whom they are looking after. This situation is commonly described using terms such as fabricated illness by proxy or Munchausen's Syndrome by proxy.

- Emotional Abuse: Emotional abuse is the persistent emotional ill-treatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children or young people that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on them. It may involve causing children or young people frequently to feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of ill-treatment of a child or young person, though it may occur alone.
- Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative (such as rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children or young people in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
- Neglect: Neglect is the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child or young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's or young person's basic emotional needs.
- Modern Slavery: Abuse such as human trafficking forced labour and domestic servitude. Reference should be made to the Pellikaan Anti-Slavery and Human Trafficking Policy in cases where modern slavery is suspected.
- Threat from terrorism: Attempts to involve children, young people and vulnerable adults in acts of terrorism or to radicalise them through terrorist or extremist groups.

Again, we recognise our responsibility to ensure the safety and wellbeing of children, young people and vulnerable adults and to have clear guidelines on our procedures.

Their welfare will always be of paramount importance.

Design considerations

In designing new buildings (such as swimming pools and sports facilities) or refurbishing existing, we will consider - in so far that it is possible to do so - appropriate locations of windows, showers and changing areas - so these do not potentially benefit those who might cause a threat to children, young people and vulnerable adults.

General checks

Where risk assessed as necessary or a particular requirement of the funding client, the Pellikaan Site Manager and other members of the onsite management team (including subcontractors) will be advance Disclosure and Barring Service (DBS) checked.

No adverse findings must be in place.

Onsite procedures

These procedures apply in the construction of new buildings or refurbishment of existing buildings.

Staff responsibilities

Onsite staff (including any subcontractor staff) must at all times:

1. Wear appropriate clothing
2. Adhere to the Pellikaan Code of Professional Conduct, including the use of appropriate language and conduct at all times
3. Only use designated access & egress routes onto site
4. Park vans/ own vehicles within designated onsite parking areas
5. Where risk assessed as necessary - lock away mobile phones/ devices which incorporate a camera and/ or video camera in the site cabin whilst onsite
6. Report any suspected breach of this policy to the Site Manager
7. Report any suspected abuse of a child, young person or vulnerable adult immediately to the Site Manager. We investigate all such cases promptly and proportionately, and staff and subcontractors can report suspected incidents without fear of reprisal.

Management responsibilities

The Site Manager will:

1. Ensure safeguarding considerations are integrated into health & safety planning and form part of the comprehensive site-specific health & safety risk assessment carried out. This covers Pellikaan staff and subcontractors.
2. Ensure that any funding client safeguarding policy or code of conduct/ working practice is followed as applicable and briefed to all onsite staff.
3. Ensure complete segregation of the construction site from areas where children, young people, or vulnerable adults are/ might be present – for example, a school in the immediate vicinity of the construction site.
4. Control access to the site to prevent unauthorised access by any person, also including children, young people and vulnerable adults.
5. Maintain an up-to-date list of all construction site staff present, who will sign in and out of site each day. This includes subcontractor staff.
6. Ensure clear signage is in place to indicate areas that are unsafe or restricted to authorised personnel only.

7. Ensure that deliveries to site are made only to the segregated site compound and appropriately supervised.
8. Report any suspected breach of the Pellikaan Safeguarding Policy to the Human Resources Manager – who will investigate all cases thoroughly and inform the Managing Director.
9. Report any suspected abuse of a child, young person or vulnerable adult brought to their attention by onsite staff to the Managing Director.
10. Incorporate reminders on safeguarding responsibilities into onsite Toolbox Talks.

The Managing Director will:

In cases where a member of staff/ member of subcontractor staff breaches the Safeguarding Policy:

1. Ensure that any necessary disciplinary action is taken, which may result in dismissal
2. Report subcontractor staff who breach the policy to their Operations or Managing Director and request such staff to be removed from site
3. Liaise with third parties where this is necessary – (e.g. funding client, Local Authority Social Services, the Police).
4. Ensure that written records are kept. These should include what information is known, how it came to be known, who it was reported to, and what actions were taken. Records should be dated and signed and observe data protection laws.

In cases where suspected abuse of a child, young person or vulnerable adult is reported:

1. Immediately liaise with the funding client/ Local Authority Social Services/ Police as required
2. Cooperate fully with requests for further information from the funding client/ Local Authority Social Services/ Police.
3. Again, ensure that written records are kept. These should include what information is known, how it came to be known, who it was reported to and what actions were taken. Records should be dated and signed and observe data protection laws.

Immediate action to ensure safety

Immediate action may be necessary to ensure the safety of a child, young person or vulnerable adult.

IN SUCH CASES, IT IS VITAL TO TAKE THE FOLLOWING ACTION:

- If emergency medical attention is required, this can be secured by calling an ambulance (dial 999)
- If a child, young person or vulnerable adult is in immediate danger, the Police should be contacted (dial 999).
- If a serious criminal offence is suspected and possible evidence exists, action should be taken immediately so that this is secured for police examination.

Awareness and training

Our policy is to train all staff comprehensively in the understanding and application of our approach to safeguarding.

This starts with induction upon joining the business and continues through periodic refresher training and further training when this policy is updated - to reflect either new applicable legislation or application of new good practice.

As detailed above, ongoing awareness of safeguarding obligations is also achieved through onsite Toolbox Talks.

Our Human Resources Department carries responsibility for training activity.

Policy review and authorisation

Pellikaan will review and update this policy periodically and at least annually, ensuring continued compliance and application of environmental best practice.

Signed:



Date: 13 March 2013
Last reviewed : 15 November 2024

Name: Gert-Jan Peeters

Designation: Managing Director