



Safeguarding Policy

Safeguarding Policy	
Date of Issue	02/02/2026
Next Scheduled Review	02/02/2027
Policy Owner	Steve Hattersley – Trade Area Lead Professional Services, Flooring & Tiling (Health and Safety and Safeguarding Lead)
Contact Email	stevehattersley@constructionepa.com
Contact Phone Number	0345 601 9576
Approved by	Head of Regulation
Should be read in conjunction with:	Construction EPA Company Employee Handbook
Relevant support material	None

Review

This policy is reviewed by the Health and Safety and Safeguarding Lead on an annual basis (unless changes are required due to an update or revision of legislation) and signed off by a member of the senior management team.

Previous updates

Document creation.

Recent updates

The Safeguarding Policy was transferred to its own document having formed part of the Employee Handbook.

SCOPE

Who is covered by this safeguarding policy?

Safeguarding is applicable to all children and young people and adults at risk of abuse or neglect. We have a duty of care and a duty to safeguard and support our staff.

Children and young people are defined as anyone under the age of 18.

Adults at risk of abuse or neglect are defined as anyone over 18 who, according to paragraph 14.2 of the Care Act 2015:

- Has care and support needs
- Is experiencing or is at risk of abuse or neglect
- As a result of their care and support needs, is unable to protect themselves against abuse or neglect or the risk of it
- If someone has care and support needs, but is not currently receiving it from a health or care service they may still be an adult at risk

PURPOSE

Construction EPA Company are committed to ensuring that all those we may come into contact with whilst performing our services are kept safe from harm. We believe we have a moral responsibility towards those whom we may interact with in the pursuit of our activities. Safeguarding is everyone's responsibility.

How will you keep children and vulnerable adults safe?

We have a zero-tolerance approach to abuse and recognise that under the Care Act 2014, we have a duty of care to protect adults who are at risk of abuse. Under the Children Act 1989 and 2004 we have a duty to protect the safety and care of children.

There can be no excuse for not taking all reasonable action to protect all children and young people and adults at risk of abuse or neglect.

We're committed to following the six key principles of safeguarding:

1. Empowerment – people being supported and encouraged to make their own decision and informed consent
2. Prevention – it's better to take action before harm occurs
3. Proportionality – the least intrusive response appropriate to the risk presented
4. Protection – support and representation for those in greatest need
5. Partnership – local solutions through services working with their communities
6. Accountability – accountability and transparency in delivering safeguarding

Our core principles of safeguarding are:

- The welfare of the child, young person or adult at risk is paramount
- All children, young people or adults at risk have the right to protection from abuse



- Safeguarding is everyone's responsibility – it's not necessarily your responsibility to decide whether a child, young person or adult at risk are being abused, but it is your responsibility to pass the information regarding your concerns to the appropriate person.
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external people and dealt with swiftly and appropriately

Staff, contractors and volunteers will be clear on appropriate behaviours and responses. Where appropriate we'll use our disciplinary procedures to deal with poor standards.

We have clear whistleblowing procedures in place and promote a culture that enables safeguarding issues to be reported and addressed.

All staff are aware of our policies and procedures for protecting children, young people and adults at risk, they are given a full induction in relation to safeguarding and are encouraged to feel safe to raise concerns.

Safer recruitment practices are in place, including the need to obtain DBS checks where relevant and necessary.

We've appointed a designated Safeguarding Officer.

share information about safeguarding and good practice with parents, guardians, staff and volunteers appropriately.

We create and maintain an anti-bullying environment and ensure we have a policy and procedure to help us deal effectively with any bullying that does arise.

We provide a healthy and safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance.

We use our procedures to manage any allegations against staff appropriately, ensure support mechanisms are in place to help staff and that all senior staff are well trained in understanding our responsibility towards children, young people and adults at risk.

What is abuse?

It is generally acknowledged that there are four main types of abuse – Physical, Sexual, Emotional and Neglect.

Physical Abuse hurting or injuring a child, young person or adult at risk.

Sexual Abuse where children, young people or adults at risk are used by adults (sometimes older children) to meet their own sexual needs. This does not have to be physical contact and can include online contact.

Emotional Abuse where a child, young person or adult at risk is not given love, help and encouragement and is constantly derided or ridiculed e.g. racial or sexual remarks. It can also occur if they over protected. Abuse can occur when a parent/ guardian/ carer or other has unrealistic expectations over what they can achieve.

Neglect failing to meet a child, young person or adult at risk's basic needs such as warmth, food, adequate clothing, medical attention or adult supervision (home alone). It can also mean failing to ensure they are safe or exposing them to harm or injury.



What are the indications of abuse?

There are physical and behavioural signs that may raise your concerns about the welfare or safety of a child, young person or adult at risk. These are only indicators, not confirmation. A few examples are:

- Saying that they are being abused or someone else says that they believe or know that abuse is occurring
- Has an injury for which the explanation seems inconsistent or in places on the body that aren't normally exposed to falls, rough games, etc. or appear to have been caused by weapons
- Behaviour changes over time, or quite suddenly
- You overhear a child, young person or adult at risk sharing confidences with an animal, with friends or others
- Appears not to trust adults
- Shows inappropriate sexual awareness for their age and sometimes behaves in a sexually explicit way
- Has a neglected appearance, is always hungry, seems scared, looks underweight or severely overweight

What should I know about safeguarding?

Avoid situations where you are alone with one child, young person or adult at risk. We recognise that occasionally there may be no alternative, for example when a child may approach you or you are left alone with a child due to illness or an unexpected situation, but this should be managed, and another responsible adult's presence sought without delay. One to one contact must never be allowed to occur on a regular basis.

If any form of physical support is required always seek the person's permission, explain what you are doing and why and ask the individual's parent/ guardian/ carer permission.

Always ensure that whoever supervises children, young people or adults at risk work in pairs.

Do not allow inappropriate talking or touching.

Don't give out personal information, share email, social networking or mobile phone details with any child, young person or adult at risk.

If it is necessary to do things of a personal nature for a child, young person or adult at risk, make sure you have another adult watching you. Get the consent of the parent/ guardian/ carer and if possible that of the child, young person or adult at risk. Let them know what you are doing and why.

Ensure that any claims of abuse are taken seriously and that they are dealt with by senior management, involving other statutory bodies as required.



Ensure that any suspicions you may have that a child, young person or adult at risk may be at risk from carers, family members, guardians or others are reported to the Appointed Safeguarding Officer (SGO) without delay. The SGO will require information relating to your suspicions

If you accidentally hurt a child, young person or adult at risk, you should report the incident immediately to a senior member of staff and follow our reporting procedure for accidents. You should also inform the person's parent/ guardian/ carer immediately.

If you are accused of any inappropriate behaviour, remove yourself from the situation immediately (if safe to do so) and notify the SGO who will, accompanied by at least one other senior member of staff, assess the situation and work with the individual and their parent/ guardian/ carer to resolve the situation. The relevant authorities may be involved as part of the investigation. The accused staff member will receive full support from us during any investigation of this nature.

What's the reporting procedure?

As an organisation, we have adopted models of best practice to ensure that all the people we come in contact with are protected. The following person has been appointed as the referral point for any issues relating to concerns about the safety and well-being of any person that it is felt might be at risk.

Safeguarding Officer	Steve Hattersley Stevehattersley@constructionepa.com 07810311663
-----------------------------	--

What's the procedure for reporting safeguarding concerns about a child, young person or adult at risk?

- Make the Safeguarding Officer aware of concerns relating to the individual
- Complete a detailed report and submit to the Safeguarding Officer for consideration
- Appropriate action will be taken, it may be necessary to refer to another agency at this point
- A record will be kept by the Safeguarding Officer and all documentation relating to the safeguarding concern in compliance with our Data Protection Policy

How do I deal with an allegation made about an employee, contractor or volunteer?

- Inform the Safeguarding Officer immediately
- Reassure the person sharing this information that their concerns will be taken seriously
- The incident must be reported, and a detailed report completed by the person who received the allegation
- This detailed report will be submitted to the directors and HR. Upon receipt of all reports this will then trigger a full investigation and the possible initiation of our disciplinary procedure (which may include a temporary suspension of the employee) The allegation may be dismissed depending on the nature of the concern



- Another agency may be contacted at this stage
- A record will be kept by the Safeguarding Officer and all documentation relating to the safeguarding concern and investigation

All safeguarding concerns will be dealt with under the strictest confidentiality and with compliance to the Human Rights Act 2000 and all data relating to a safeguarding concern will be stored and handled in the strictest confidence and in compliance with the General Data Protection Regulations and the Data Protection Act 2018.

How should I react if a child, young person or vulnerable adult wants to talk about abuse?

- Take seriously what they say, however unlikely it may sound
- Keep calm
- Look at them directly
- Be honest – let them know you will tell someone else, never promise confidentiality
- Reassure them they're not to blame x Be aware they may have been threatened
- Never push for information
- Ask questions for clarification only – avoid asking leading questions that suggest a particular answer
- Show acceptance of what they say such as "I'm glad you've told me", "It's not your fault", "I will help you"
- Don't say things like "why didn't you tell anyone before?", "I can't believe it", "are you sure this is true?"
- Never make false promises or say things like "I'm shocked" or "don't tell anyone else"
- Reassure them they were right to tell you and that you take them seriously
- Let them know what you will do next and what might happen

