



POL/029

Integrated Management System

Last Review: 12 May 26

Next review: 12 May 27

Safeguarding Policy

This policy outlines the safeguarding measures implemented by H&M Security Services Ltd to protect all individuals, particularly vulnerable adults and children, from abuse, harm, and neglect while engaged with our services. This policy applies to all employees, contractors, suppliers and volunteers associated with H&M Security Services Ltd and has been designed to ensure that H&M Security Services Ltd maintains a safe and secure environment for all individuals, reflecting our commitment to the highest standards of care and protection.

1. Purpose

The purpose of this policy is to ensure that:

- Safeguarding is everyone's responsibility.
- Staff understand their roles in safeguarding.
- Proper procedures are in place for reporting and responding to safeguarding concerns.

2. Definitions

- **Safeguarding:** Protecting the health, wellbeing, and human rights of individuals, ensuring they live free from harm, abuse, and neglect.
- **Vulnerable Adult:** A person aged 18 or over who may need community care services due to disability, age, or illness, and who may be unable to take care of themselves or protect themselves from harm or exploitation.
- **Child:** A person under the age of 18.

3. Legislative Framework

This policy is informed by the following legislation:

- The Children Act 1989 and 2004
- The Care Act 2014
- The Safeguarding Vulnerable Groups Act 2006
- The Mental Capacity Act 2005
- The Human Rights Act 1998

4. Roles and Responsibilities

- **Managing Director:** Overall responsibility for safeguarding within the company and leads on safeguarding issues, ensures policy implementation.
- **Operations Manager /Director** acts as a point of contact for safeguarding concerns.
- **Employees:** Understand and comply with safeguarding policies, report concerns, and participate in relevant training.

5. Training

All H&M Security Services Ltd employees will receive safeguarding training:

- Induction training for new employees.
- Refresher training annually.



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- Role-specific training as required.

6. Reporting Procedures

If an employee has a safeguarding concern:

1. **Recognize:** Identify potential signs of abuse or neglect.
2. **Respond:** Ensure immediate safety of the individual if necessary.
3. **Report:** Contact their Operations Manager/Director immediately.
4. **Record:** Document the concern accurately and promptly.
5. **Refer:** Director will refer the concern to appropriate authorities, if necessary.

7. Confidentiality

All safeguarding concerns must be treated confidentially, shared only with relevant personnel and authorities on a need-to-know basis.

8. Whistleblowing

Employees are encouraged to report any concerns about the conduct of colleagues that may compromise the safety of individuals. The company ensures protection for whistleblowers under the Public Interest Disclosure Act 1998.

9. Safe Recruitment

H&M Security Services Ltd implement safe recruitment practices including:

- Comprehensive background checks.
- Verification of references.
- Enhanced Disclosure and Barring Service (DBS)

10. Code of Conduct

All employees must adhere to H&M's code of conduct, which includes:

- Professional boundaries.
- Appropriate behaviour and communication.
- Respecting confidentiality and privacy.

The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a horizontal dotted line.

Ian Henderson
Managing Director
H & M Security Services Ltd