



SAFEGUARDING POLICY

POLICY STATEMENT

Safeguarding is deemed to be the responsibility of every employee within London Office Interiors. All employees and sub-contractors who, during the course of their engagement have direct or indirect contact with children, families and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

London Office Interiors recognises that it has a duty of care to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults and considers it a shared responsibility to ensure effective joint working relationships between agencies and professionals that have different roles and expertise in safeguarding the vulnerable.

The statutory inquiry into the death of Victoria Climbié and the first joint Chief Inspectors report on safeguarding children highlighted the lack of priority status given to safeguarding. The government response to these findings included the Green Paper Every Child Matters and the provisions in the Children Act 2004. Section 11 of the Children Act 2004 places a duty on all agencies to make arrangements to safeguard and promote the welfare of children. The Health and Social Care Act 2008 also places statutory duties on organisations and individuals.

SAFEGUARDING PRACTICES INCLUDE

London Office Interiors aims to ensure that no act or omission on the part of the organisation, or that of its employees or sub-contractors puts a child, young person or vulnerable adult inadvertently at risk. Our working practices include the following measures to ensure the safeguarding of children, young adults, and vulnerable people.

- Make sure that all its workers understand their legal and moral obligations to protect children and young persons from harm, abuse and exploitation.
- Carry out enhanced disclosure barring service (DBS) checks on new staff and carry out a risk assessment of any information disclosed. Only staff with a clear enhanced DBS certificate will be allowed on sites.
- Site Supervisor to record employees/sub-contractors working on each site daily.
- Treat all children equally, with respect and dignity. Ensure the welfare of the children is put first.
- Avoid unnecessary contact with children on site.
- If spoken to by a child be polite but do not enter into lengthy conversation and do not engage children in conversation. Do not use inappropriate language on site.

- Do not engage in any physical contact with a child or young person.
- Dress appropriately on site at all times; uniform t-shirts to be worn at all times. During periods of hot weather long trousers are to be worn unless deemed otherwise by management.
- Do not display any offensive tattoos or body piercings.
- Report any matters out of the ordinary / of concern to the relevant authorities immediately.

BREACHES OF THIS POLICY

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

This statement was approved on 27th January 2020 by London Office Interiors Managing Director Tony Abrook, who will review and update it annually.

Managing Directors signature

Tony ABROOK

DIGITALLY SIGNED BY TONY ABROOK
DATE: 27/01/2020

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