



## Safeguarding Policy

### 1. Policy Statement

GEODEC Limited recognises its legal and moral responsibility to safeguard and promote the welfare of all individuals encountered through its operations, including **children, young people, and vulnerable adults**.

We are committed to ensuring that all work is carried out in an environment that is **safe, respectful, and compliant** with all relevant UK safeguarding legislation and statutory guidance.

This policy has been developed to ensure that all GEODEC Limited staff, subcontractors, and partners understand their responsibilities and conduct themselves appropriately when representing the company.

GEODEC Limited operates in compliance with:

- **The Children Act 1989 & 2004**
- **The Care Act 2014**
- **The Safeguarding Vulnerable Groups Act 2006**
- **The Mental Capacity Act 2005**
- **The Protection of Freedoms Act 2012**
- **Working Together to Safeguard Children (2023)**
- **Keeping Children Safe in Education (2023)**
- **Health and Safety at Work etc. Act 1974**
- **Equality Act 2010**
- **Data Protection Act 2018 / UK GDPR**

### 2. Purpose

The purpose of this policy is to:

1. Establish a **clear safeguarding framework** within GEODEC Limited.
2. Ensure that all personnel understand how to **recognise and respond** to safeguarding concerns.

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3. Outline the **procedures for reporting and escalation** of safeguarding issues.
4. Ensure that GEODEC Limited maintains **statutory compliance** when working in environments where children or vulnerable adults may be present.
5. Protect both the **individuals at risk** and **GEODEC staff** from any form of accusation, misconduct, or breach of duty.

### 3. Scope

This policy applies to:

- All **employees, subcontractors, consultants, trainees, and agency workers** engaged by GEODEC.
- All **sites, properties, and client locations** where GEODEC Limited operates.
- All **activities** carried out in the course of business, including decorating, design, consultation, and site visits.

### 4. Responsibilities

#### 4.1. Designated Safeguarding Lead (DSL)

- **Name:** Adam Nicholls
- **Email:** safeguarding@geodec.co.uk
- **Phone:** 07930622034
- Holds ultimate responsibility for ensuring GEODEC Limited compliance with safeguarding law and policy.
- Ensures staff are aware of procedures and receive appropriate training.
- Reviews safeguarding incidents, conducts investigations, and escalates to external authorities where necessary.

#### 4.2. All Employees and Subcontractors

- Must comply with this policy and all related procedures.
- Must complete safeguarding awareness training as required.

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- Must report any suspicion, concern, disclosure, or allegation **immediately** to the DSL.
- Must maintain professional conduct at all times.

## 5. Code of Conduct

All GEODEC Limited personnel must:

- Treat all individuals with **dignity, respect, and professionalism**.
- Avoid any behaviour that could be interpreted as **abusive, discriminatory, intimidating, or exploitative**.
- Never work alone with a child or vulnerable adult in a private or enclosed space.
- Never exchange personal contact details or social media information with clients or their family members.
- Report any inappropriate behaviour or safeguarding concern without delay.
- Keep personal information and any disclosures **strictly confidential**, sharing only with those who have a legal or professional need to know.

Any breach of this Code may result in **disciplinary action, termination of contract, and/or referral to authorities**.

## 6. Recruitment, Vetting, and Disclosure Checks

GEODEC Limited adopts **safe recruitment practices** to ensure that no person deemed unsuitable to work near or with children or vulnerable adults is engaged.

- **Right-to-work** and **identity checks** are mandatory for all personnel.
- **DBS checks** (Basic or Enhanced) are conducted for all employees or subcontractors who may enter environments such as schools, hospitals, or care homes.
- Subcontractors must provide proof of valid DBS certification before being allocated to such projects.
- All safeguarding declarations and vetting records are securely maintained in accordance with **GDPR** and **ICO** requirements.

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## 7. Recognising and Responding to Abuse

### 7.1. Types of Abuse

- **Physical abuse** – hitting, shaking, or other physical harm.
- **Emotional abuse** – persistent emotional maltreatment causing harm to self-esteem or development.
- **Sexual abuse** – forcing or enticing a person to take part in sexual activities.
- **Neglect** – failure to meet basic physical or psychological needs.
- **Financial abuse** – theft, coercion, or exploitation for financial gain.
- **Discriminatory abuse** – harassment or unequal treatment based on characteristics protected under the Equality Act 2010.

### 7.2. Responding to a Concern or Disclosure

If any GEODEC Limited staff member becomes aware of, or suspects, abuse:

1. **Listen carefully** to what is said. Do not question or challenge.
2. **Record** the exact words used, date, time, and details of the concern.
3. **Report immediately** to the Designated Safeguarding Lead (DSL).
4. **Do not promise confidentiality**; explain that information must be shared to ensure safety.
5. The DSL will determine the next steps, which may include notifying:
  - Local Authority Safeguarding Team
  - Police (if an immediate risk of harm)
  - Client safeguarding contact (if part of a contracted framework)

All records are stored securely and retained in line with statutory retention periods.

## 8. Confidentiality and Data Protection

All safeguarding records are **strictly confidential** and kept separate from general personnel files. Information will only be shared with external agencies on a **need-to-know basis** and in accordance with:

- **Data Protection Act 2018 / UK GDPR**

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- **Information Commissioner's Office (ICO)** guidance
- **Working Together to Safeguard Children (2023)** protocols

## 9. Whistleblowing

GEODEC Limited encourages a culture of transparency and accountability. Any person who suspects malpractice, neglect, or abuse must report it to the DSL.

Reports may also be made externally to:

- **NSPCC Whistleblowing Advice Line:** 0800 028 0285
- **Ofsted:** 0300 123 3155
- **Local Authority Designated Officer (LADO)**

GEODEC will **protect whistleblowers** from victimisation or unfair treatment under the **Public Interest Disclosure Act 1998**.

## 10. Training and Awareness

- All new staff receive **mandatory safeguarding awareness training** during induction.
- Annual refresher training is provided or sooner where legislation changes.
- Site supervisors and project managers receive additional training to manage safeguarding incidents appropriately.
- The DSL will maintain records of all training undertaken.

## 11. Working in Sensitive Environments

When working in schools, care homes, hospitals, or other sensitive premises:

- GEODEC Limited staff must **comply with all on-site safeguarding policies** and visitor procedures.
- A site induction will be carried out before commencement of works.
- Staff must wear identification badges at all times.
- No photography or recording is permitted without written consent.

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- Any safeguarding concern must be reported to both the **GEODEC DSL** and the **site's safeguarding officer** immediately.

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## 12. Monitoring and Review

This policy will be:

- **Reviewed annually** by the Managing Director or earlier if legislation or organisational structure changes.
- **Updated immediately** following any safeguarding incident or external recommendation.
- **Communicated** to all staff and subcontractors, who must acknowledge receipt and understanding.

Failure to comply with this policy constitutes a **breach of company rules** and may result in **disciplinary action or termination of contract**.

## 13. Key Contact Details

### Designated Safeguarding Lead (DSL)

**Name:** Adam Nicholls

**Email:** safeguarding@geodec.co.uk

**Phone:** 07930622034

### Kent Safeguarding Children Multi-Agency Partnership (KSCMP):

<https://www.kscmp.org.uk>

Phone Number: 03000 411111

### Kent Adult Safeguarding Board:

<https://www.kent.gov.uk/adult-protection>

### Emergency (Police or Immediate Risk):

Phone Number: 999

Signed By:

George Ryan Matthews

17<sup>th</sup> November 2025

office@geodec.co.uk

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