



Safeguarding Children and Vulnerable Adults

Policy Summary

- This policy includes a code of Behaviour and information on Risk Assessments and Photography and Filming that must be adhered to by Bartlett Roofing Limited staff and followed as best practice by contractors. All staff and contractors who come into contact with young people and vulnerable adults must have the necessary checks which are carried out in the form of DBS checks and internal assessment.

Statement of Policy

- Staff and contractors who come into contact with young people and vulnerable adults through undertaking work on behalf of Bartlett Roofing Limited, follow defined procedures and undergo any checks necessary to ensure work activities can take place safely and without threats.

Purpose

- As a repairs and maintenance contractor, some the activities of Bartlett Roofing Limited involve working in occupied properties and/or estates. This policy helps to ensure that where there are vulnerable adults or children they are not put at risk of in appropriate behaviour.

Scope

- This policy applies to all employees of Bartlett Roofing Limited and should be followed as best practice and guidance by all contractors. The policy applies to all areas of work undertaken by Partnering Contractors Group Ltd, covering all levels of contact and/or communication with children and vulnerable adults.
- Any infringement of these procedures will be taken extremely seriously. Where necessary, information and evidence regarding infringements will be passed to the appropriate authorities. It may also lead to the suspension or removal a contractor from the BAR approved list of contractors and disciplinary action, up to and including dismissal of employees.

Roles and Responsibilities

- Bartlett Roofing Limited requires that all staff and contractors within the jurisdiction of UK legislation and regulation, who regularly work within occupied properties, estates or schools have the necessary checks outlined below:
 1. Disclosure & Barring Service (DBS) checks
 2. Contractor vetting and ongoing management / review
 4. Abide by Bartlett Roofing Limited Data Protection Policy
 5. Abide by Bartlett Roofing Limited Health & Safety Policy and undertake appropriate risk assessments
- With regard to incidences or concerns, staff members and contractors have a responsibility to:
 1. Report to their line managers in charge
 2. Ensure confidentiality in reporting as it relates to personal details
 3. Avoid placing themselves in a vulnerable situation that may lead to allegations; and
 4. Immediately report allegations to their line manager in charge

Code of Behaviour

- Staff members and contractors **should always ensure** that they **do not** enter properties where there are vulnerable adults and/or children present. **There must be a responsible adult over the age of 18 present at all times.**



- Staff members and contractors **should always** dress appropriately to the role and tasks they are undertaking or in corporate wear where provided.
- Staff members and contractors **must be aware** of any physical contact with a child or vulnerable adult whilst undertaking work on site. Physical contact may be misinterpreted and so **must** be avoided at all times.
- Unacceptable behaviour and/or allegations **must** be reported at all times.
- When undertaking work on site, members of staff and contractors **must never** spend time alone with children or vulnerable adults.

Risk Assessments

- Any activity undertaken on behalf of Bartlett Roofing Limited should be properly managed and supervised and should have an up to date risk assessment which should be relevant to their work activity and location.

Photography and Filming

- The taking of photographs and/or filming on site **should only** be done in relation to the gathering of evidence of work being undertaken and **must not** include images of children or vulnerable adults.

This document will be regularly reviewed in line with legislative requirements.

Signed:

Director, Scott Bartlett
Bartlett Roofing Limited.
Dated: 08th May 2019

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