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## **Safeguarding Policy and Procedure**

<b>POLICY NO</b>	SRC 01
<b>DATE RATIFIED</b>	Version 1.0 December 2012 Updated Version 1.1 March 2013
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### **POLICY STATEMENT:**

The purpose of this policy is to provide a framework for action by Seaforth Radio Cars Ltd in the event of any concerns about the potential abuse of vulnerable adults or children.

**ACCOUNTABLE DIRECTOR: Company Director – Kenneth Evason**

**POLICY AUTHOR: Lee Evason, Company Director**

# A - Policy

## A1 Purpose

The purpose of this document is to outline Seaforth Radio Cars Ltd (SRC) framework for protecting children, young people and adults at risk from harm, abuse and exploitation. The policy will apply where people at risk are employed within the company environment or where employees may come into contact with vulnerable people whilst carrying out their duties.

It details the action that will be taken within SRC in response to concerns about children, young people and adults at risk, and to allegations of harm, abuse or exploitation. The policy is in support of our general duty of care.

## A2 Scope

Every member of staff has a role to play in safeguarding and as such this policy is relevant and applicable to all staff including temporary employees.

Contractors, volunteers and other people working for or with SRC will also be required to operate within the ethos and parameters of the policy and its associated procedure.

Since safeguarding involves our general duty of care towards vulnerable people as well as ensuring the welfare and safety of all of those at risk.

The policy and procedure apply to all areas where SRC operates, its offices and to all staff and other contractors working there.

## A3 Definitions

These definitions have been taken from a range of legal and statutory sources including legislation relating to the protection of children and adults, and guidance from the UK and Scottish governments and their associated agencies.

### A3.1 Safeguarding

Carrying out SRC's general Duty of Care in relation to staff and those they may come into contact with whilst carrying out their duties. Ensuring the safety and welfare of children and adults at risk.

### A3.2 Duty of Care

SRC's responsibility to use professional expertise and judgement to protect and promote the best interests of employees. To ensure we exercise an appropriate level of care towards employees as is reasonable within the parameters of our relationship. To ensure this same level of care is mirrored towards vulnerable people when our employees are working in environments where employees come into contact with such people.

### A3.3 Child

Someone who is aged under 18 years.

### A3.4 Child Protection

Child Protection is a part of the overall area of safeguarding and refers to the activities undertaken to protect specific children who are being harmed or are at risk of suffering harm.

### A3.5 Adult at Risk

Someone who is aged 16 or over and who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

### A3.6 Vulnerable Adult

Vulnerable Adult is the term that was previously used to refer to someone we would most often now refer to as an Adult at Risk.

### A3.7 Harm

Harm is most broadly defined as being all harmful conduct, but more specifically is: conduct which causes physical, psychological, self-harm or unlawful conduct which appropriates or adversely affects property, rights or interests. More detailed definitions are provided in Appendix 2.

### A3.8 Abuse

A broad definition of abuse is: all forms of physical and/or emotional ill treatment, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

### **A3.9 Trafficking**

The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or a position of vulnerability, or the giving or receiving of payments or benefits to obtain the consent of a person having control over another person, for the purpose of exploitation.

### **A3.10 Exploitation**

Includes the exploitation or the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

## **A4 Key Principles**

A4.1 SRC is committed to providing children and adults at risk who interface with the Company with a safe, supportive environment in which they can prosper and are protected from harm, abuse and exploitation.

A4.2 SRC is equally committed to supporting staff in creating an environment in which they can work together to develop an ethos for children and adults at risk to feel secure.

A4.3 SRC recognises and complies with our legal and statutory obligations that arise from legislation including the Protection of Children Act 1999, and other relevant guidance and regulation.

A4.4 The Duty of Care that the SRC has towards all its employees and people at risk they may come into contact with remains of paramount focus and importance in our work. The measures and approaches detailed in this document exist in addition to core welfare and support measures, and general quality of provision provided to vulnerable people through the course of our work.

A4.5 All SRC employees, have a role to play in protecting vulnerable people from harm.

A4.6 The specific needs of people with disabilities, and those from ethnic, and other minority groups that may suffer discrimination and who might be especially vulnerable to harm will be recognised and addressed within SRC's Equality Scheme.

A4.7 Reasonable steps will be taken to prevent foreseeable harm to children and adults at risk. A full description of SRC's position on this issue is given in Appendix 4.

A4.8 The procedure associated with this policy is intended to support appropriate action being taken immediately where it is suspected that a child or adult at risk is being harmed.

A4.9 Staff will be provided with a Code of Conduct that they must follow in undertaking their role at SRC in order to ensure their conduct at work is consistently professional and appropriate.

A4.11 SRC will ensure that all staff, including temporary, part-time and voluntary staff, who could potentially have unsupervised contact with children and/or adults at risk are deemed to be appropriate to work with them in terms of the relevant legislation. Where employees will be exposed to people at risk for an extended period they will be subject to an advanced level CRB check.

A4.12 It will also be ensured that all staff receives training in their legal and professional obligations to protect children and adults at risk from harm, abuse and exploitation, as well as in relation to the procedure in place within SRC

A4.13 A systematic means of recording details of and monitoring employees known or thought to be at risk of harm will be employed, including the recording of concerns.

## **A5 Responsibilities**

A5.1 The Board of Directors has overall strategic responsibility for the Safeguarding Policy and Procedure and for ensuring that all children and adults at risk involved in any way with SRC are protected.

A5.2 The Managing Director has overall responsibility for the implementation of the policy, it's review and execution of the procedures.

A5.5 All staff members have a responsibility to work within the Code of Conduct and procedure detailed within this document.

A5.6 The quality approval check of the final policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the intranet and Company Website where applicable.

## **B - Procedure**

## **B1 Purpose**

The purpose of this procedure is to support the effective implementation of our Safeguarding Policy and to ensure that concerns about the welfare vulnerable people interfacing with the Company are dealt with sensitively, effectively and promptly. The procedure provides step-by-step guidance on how to respond to a concern or disclosure.

## **B2 Scope**

Every member of SRC has a role to play in safeguarding. This procedure is relevant and applicable to all permanent and temporary employees.

Contractors, volunteers and other people working for or with SRC will also be required to operate within the ethos and parameters of the procedure.

## **B3 Responsibilities**

Adhering to this procedure is mandatory and safeguarding is the responsibility of every member of SRC staff.

## **B4 Procedure**

### **B4.5 Confidentiality**

In any safeguarding matter, the welfare of the child or adult at risk is paramount and as such, only a restricted number of people within SRC will have access to information that involves such issues. Information will be shared on a 'need to know' basis in accordance with current legislation and Codes of Practice.

### **B4.9 Staff Development and Support**

To support staff in the implementation of the Safeguarding Policy and Procedure, SRC will provide initial and ongoing appropriate training to all staff members on the policy and its associated procedure. SRC will also support staff by ensuring that they are aware of best practice relating to working with children and adults at risk in order that they can work within the parameters of our Duty of Care, and protect themselves from wrongful allegations of harm.

SRC will further support staff by providing an opportunity to talk through anxieties relating to Safeguarding issues with the Safeguarding Coordinator (or Company Director) and offer reasonable appropriate support from external agencies if requested.

### **B4.11 Allegations Against Staff**

A person at risk may make an allegation against a member of staff. If an allegation is made, the member of staff to whom the allegation is disclosed should immediately inform the Safeguarding Co-ordinator and Managing Director.

SRC may make an immediate decision to temporarily suspend an individual accused of harming a child or adult at risk pending further inquiries in line with Staff Disciplinary Procedures.

Where substantiated cause for concern exists the Managing Director will immediately notify the Police.

## **Appendix 2:**

### **Categories of Harm**

#### **Physical Harm**

Physical harm of is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

#### **Sexual Harm**

Any child or adult at risk may be deemed to have been sexually harmed when any person(s), by design or neglect, exploits the child or adult at risk, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child or adult at risk is said to have initiated, or consented to, the behaviour.

#### **Psychological Harm**

Failure to provide for the basic emotional needs of children and adults at risk such as to have a severe effect on the behaviour and development of the individual. This form of harm also includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal harm, isolation or withdrawal from services or supportive networks.

#### **Bullying**

Verbal, emotional and physical bullying is also a form of harm and there is a requirement for all within the Company to ensure that there are sufficient mechanisms to allow children to report instances of bullying. The Company must ensure that everyone understands bullying will not be tolerated in any form, and that the Company is prepared to take the problem seriously and investigate any incident and decide on appropriate action, also ensuring that children are able to report bullying to someone in authority.

### **Financial Harm**

Including theft, fraud, exploitation, pressure in connection with wills, property, inheritance, financial transactions, or the misuse or misappropriation of property, possessions or benefits.

### **Discrimination**

Harm that results because of, or in association with: age, colour, disability, gender, race, religion, cultural background or sexual orientation.

### **Appendix 3: Code of Conduct for Staff**

SRC recognises that it is not practicable to provide definitive instructions that would apply to all situations at all times where staff come into contact with children and adults at risk. However, below are standards of conduct that staff are required to meet in fulfilling their roles and duty of care within SRC.

This code aims to assist in the safeguarding and promotion of the welfare of children and adults at risk and in the protection of children, adults at risk and members of staff. The code also applies to volunteers and any other people who may work in an unpaid capacity on Company premises.

All staff and others working in SRC are required to implement the Safeguarding Policy and Procedure at all times and should routinely act to promote the welfare of children and adults at risk, prevent harm and report any harm that is discovered or suspected.

#### **All staff shall:**

- Consistently display high standards of personal behaviour and appearance in line with the professional role being undertaken at SRC. This high standard includes ensuring that language used is never inappropriate, offensive or abusive.
- Carry out their role in a manner that respects diversity and promotes and ensures quality.
- Report immediately to their line-manager and the Director any incident in which they accidentally hurt or cause distress in any manner to a member of the public, child or vulnerable person. Or where any member of the public or company staff appears to be upset by their actions, or misunderstands, or misinterprets something they have done.

#### **Further, staff shall never:**

- Engage in rough physical or sexually provocative games, including horseplay with members of the public or staff.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to, or within earshot of a member of the public or vulnerable person even in fun.