



SAFEGUARDING POLICY

Dated: May 2024

Policy Overview

Darwen Electrical Services Ltd is committed to its safeguarding policy, we work in partnership with organisations and understand that welfare of children, young people, their parents, carers, and the welfare of vulnerable adults is of paramount importance whilst carrying out our duties.

Our commitment extends to our Employees, Workers, Contractors, Clients, Customers and Suppliers. We ensure we treat all individuals, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation fairly and equally and that each person has a right to equal protection from all types of harm or abuse. Finally, we strive to ensure we employ individuals based on a fair and unbiased approach. All our equal opportunity Policies are extended to everyone.

As a Company we conduct recruitment checks on all Employees who may encounter any of the above, this covers roles requiring a Disclosure and Barring Service (DBS) or Disclosure Scotland Check. Many of our Employees, including our Electricians, will be subject to an enhanced DBS check because their role may bring them into regular contact with children and vulnerable adults. All our offers of employment are subject to the satisfactory receipt of 2 references before the individual joins us. In accordance with the Immigration, Asylum and Nationality Act 2006, we obtain copies of original documentation prior to the commencement of any employment or appointment to roles which support the eligibility to work in the UK. All right to remain changes are the responsibility of the Employee and failure to report would impact the validity of the leave to remain of the Employee, we ensure we regularly check the validity of Employees Right to Remain and act where necessary.

Within the Company our Employees wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs and we actively promote inclusion and engagement. We do this by open and honest communication; by ensuring that we have effective complaints and whistleblowing measures in place in addition to training and development, policy, and procedure. As a Company we recognise that our Employees sometimes have complex interpersonal personal circumstances and potential health issues posing risks to their safety or well-being, we promote an open and honest environment built on trust and honesty, we support our Employees when they need assistance.

We are committed to ensuring that everyone who works for Darwen Electrical Services Ltd understands their safeguarding responsibilities and keeps their knowledge and understanding of their individual responsibilities up to date, this includes training and development sessions within the workplace. Our Employees where necessary hold relevant qualifications to conduct their roles and these are kept up to date in line with Legislation and any Regulations.

Procedure

Whilst conducting their duties or otherwise where an Employee has any concerns about an individual child or vulnerable adult who are or may be being abused or who are at risk or that they are concerned about, this should be reported to the Lead Safeguarding Officer in Charge at the earliest opportunity.

The Lead Safeguarding Officer in Charge will then:

- report or pass the concern to the most relevant agency that can assist and or
- report or pass the concern to the Director at Darwen Electrical Services Ltd

It is important that suspicions are not ignored assumptions are not made that someone else will act to protect that person.

Concerns should be referred to:

- children's social care department of the local authority where the child lives
- vulnerable adults should be referred to local authority adult services;
- assistance can be sought from the Lead Safeguarding Officer in Charge or a Director where there are concerns about any other matter
- assistance can be accessed by emailing dataprotection@darwenelectrical.co.uk



This policy statement should be read alongside Darwen Electrical Services Ltd policies and procedure documentation including:

- recruitment and Selection policy
- anti-bullying policy and procedures
- whistleblowing policy
- social media policy
- data protection policy
- “equal opportunities for everyone” policies
commitment to respecting each other

Contravention of this policy

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under Darwen Electrical Services Ltd disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee’s summary dismissal.

End of Document

Policy review date May 2025