SpellerMetcalfe

POLICY

Schedule 50 - Safeguarding Policy

1. About this Policy

1.1 Speller Metcalfe is committed to promoting and maintaining a safe, respectful, and secure environment for all individuals who may be affected by our activities. We recognise our responsibility to safeguard the welfare of children, young people, adults at risk, employees, contractors, visitors, clients, and members of the public who may encounter our business operations.

1.2 We are committed to preventing harm, responding appropriately to concerns, and ensuring that safeguarding considerations are integrated into our planning, decision-making, and site management activities.

2. Who does this policy apply to?

2.1 This policy applies to:

a) All employees of Speller Metcalfe.
b) Agency workers, consultants, and contractors.
c) Subcontractors working on behalf of Speller Metcalfe.
d) Visitors to our sites and offices.

Any individual engaged in activities undertaken by, or on behalf of, Speller Metcalfe.

2.2 This policy applies across all company operations, including offices, construction sites, client locations, and any environment where our activities may affect others.

3. Policy Statement

3.1 Speller Metcalfe is committed to:

a) Protecting individuals from harm, abuse, neglect, exploitation, bullying, harassment, discrimination, and unsafe practices.
b) Creating a culture in which safeguarding concerns can be raised openly and confidently.
c) Ensuring safeguarding risks are considered as part of project planning and delivery.
d) Taking all reported concerns seriously and responding appropriately.
e) Supporting individuals who raise genuine safeguarding concerns.

Complying with all applicable safeguarding legislation and regulatory requirements.

3.2 We believe that safeguarding is everyone's responsibility and that all individuals have the right to be treated with dignity, respect, and fairness.

4. Objectives

4.1 The objectives of this policy are to:

a) Promote the safety and wellbeing of all individuals affected by our activities.
b) Identify, assess, and manage safeguarding risks arising from our operations.
c) Ensure employees understand their safeguarding responsibilities.
d) Provide clear procedures for reporting concerns.
e) Encourage a culture of vigilance, accountability, and continuous improvement.
f) Ensure appropriate action is taken when concerns are identified.

5. Roles and Responsibilities

5.1 Senior Management

Senior management will:

a) Demonstrate leadership and commitment to safeguarding.
b) Ensure adequate resources are available to implement this policy.
c) Promote a positive safeguarding culture throughout the business.
d) Review safeguarding arrangements periodically to ensure they remain effective.

5.2 Managers and Supervisors

Managers and supervisors will:

a) Ensure safeguarding risks are considered during project planning and delivery.
b) Promote awareness of safeguarding responsibilities among workers.
c) Respond promptly to concerns raised.
d) Escalate safeguarding issues appropriately.
e) Support investigations where required.

5.3 Employees, Contractors and Subcontractors

All personnel have a responsibility to:

a) Remain vigilant to safeguarding risks.
b) Treat all individuals with dignity and respect.
c) Report any safeguarding concerns immediately.

Cooperate with investigations and safeguarding procedures. Follow company policies, procedures, and site rules.

5.4 Failure to comply with this policy may result in disciplinary action and, where appropriate, termination of contracts or engagement.

6. Safeguarding Risk Management

6.1 Safeguarding considerations will form part of the company's risk assessment and project management processes.

6.2 Where work takes place in environments where children or adults at risk may be present, reasonable measures will be taken to minimise interaction and exposure to safeguarding risks.

6.3 Examples of control measures may include:

a) Controlled site access arrangements.
b) Physical segregation of construction activities from occupied areas.
c) Appropriate supervision of personnel and visitors.
d) Secure fencing and hoarding.
e) Clear signage and restricted access controls.
f) Agreed site protocols with clients and stakeholders.

6.4 All personnel must follow site-specific safeguarding requirements communicated during inductions and briefings.

7. Recognising Safeguarding Concerns

7.1 Safeguarding concerns may arise from:

a) Physical, emotional, psychological, or financial abuse.
b) Neglect or acts of omission.
c) Bullying, intimidation, or harassment.
d) Exploitation or inappropriate behaviour.
e) Unsafe working practices that may place individuals at risk.
f) Concerns regarding the conduct of employees, contractors, visitors, or third parties.

7.2 Individuals are not expected to investigate concerns themselves but must report any concerns they become aware of.

8. Reporting Safeguarding Concerns

8.1 Any safeguarding concern must be reported immediately to:

a) A line manager or supervisor; or
b) The People Department; or
c) A member of the senior management team.

8.2 Where there is an immediate risk of harm, emergency services should be contacted without delay.

8.3 Reports will be treated seriously, sensitively, and confidentially wherever possible.

8.4 No individual will suffer retaliation, victimisation, or detrimental treatment for

raising a genuine safeguarding concern in good faith.

9. Investigation and Response

9.1 All safeguarding concerns will be assessed promptly and fairly.

9.2 Depending on the nature of the concern, actions may include:

a) Immediate protective measures.
b) Internal investigation.
c) Referral to external agencies or authorities.
d) Disciplinary action where misconduct is identified.
e) Review of site arrangements, procedures, or risk controls.

9.3 The company will seek to ensure that investigations are conducted with sensitivity, fairness, and respect for all parties involved.

10. Confidentiality and Data Protection

10.1 Information relating to safeguarding concerns will be handled confidentially and only shared with those who have a legitimate need to know.

10.2 Records will be managed in accordance with applicable data protection requirements and company procedures.

10.3 While confidentiality will be respected, it cannot be guaranteed where information must be shared to protect individuals from harm or to meet legal obligations.

11. Training and Awareness

11.1 Speller Metcalfe will promote safeguarding awareness throughout the organisation by:

a) Including safeguarding information within employee inductions.
b) Providing appropriate guidance and awareness training.
c) Communicating reporting procedures and expectations.
d) Reviewing lessons learned from safeguarding incidents or concerns.

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Policy control	
This policy does not form part of any employee's contract of employment and may be amended at any time. Failure to comply with this policy may result in disciplinary action, up to and including dismissal. This policy applies in full to Speller Metcalfe Ltd and all subsidiary companies within the Speller Metcalfe Group, and extends to all directors, employees, workers and persons acting on behalf of or undertaking activities for any such entity.	
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