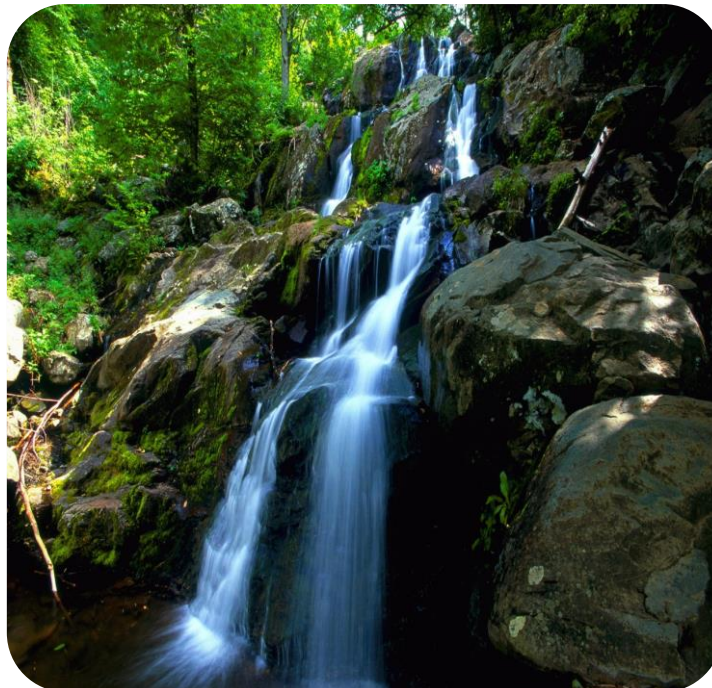




## Safeguarding Policy

# Lewis & Graves Partnership Limited

## Safeguarding Policy





## Safeguarding Policy

Issue Date January 2023

Version 2

Document Number HR3

The purpose and scope of this policy statement is to ensure that the services provided by Lewis & Graves Partnership Ltd to educational establishments are carried out in a safe and responsible manner considering the need to keep children and young people safe and well. The purpose of this policy statement is to protect children and young people who receive cleaning and maintenance services from harm. This includes the children of adults who use our services

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Lewis & Graves Partnership Ltd including senior managers, Supervisors, cleaning operatives and, agency staff.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The key documents include:-

- Keeping Children Safe in Education 2022
- Working together to safeguard children (Dfe)
- The Education Act 2002
- Human Rights Act 1998

### Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents: These include:-

- Health & Safety Policy
- Whistleblowing Policy
- Safeguarding Policy
- Mobile devices Policy
- Customer Care Policy
- Privacy & Confidentiality Policy
- Modern slavery & human trafficking Policy
- Privacy & confidentiality Policy
- Recruitment Policy
- Lone workers Policy
- Capability Policy
- Disciplinary Policy & Procedures
- Violence in the Workplace Policy

### We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to work in a way that protects them

### We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.



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- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff.
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
- using our procedures to manage any allegations against staff appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for children, young people, and staff by applying health and safety measures in accordance with the law and regulatory guidance

As a private employer delivering a service to educational establishments Lewis & Graves Partnership Ltd are committed to meet all the requirements of *Keeping Children Safe in Education 2022* by working together with schools, colleges and other agencies and contractors.

Lewis & Graves Partnership Ltd aims to introduce its staff to Safeguarding through training and education, so they understand their roles and responsibilities within the context of their work within schools and colleges.

Lewis & Graves Partnership's Ltd staff do not have daily or significant contact with children or young people, but we do have a responsibility to work together with school and college staff to promote the welfare of children and young people, through safeguarding.

There are 3 main areas where the Lewis & Graves Partnership Ltd can meet the requirements of Safeguarding.

#### **Recruitment:**

Lewis & Graves Partnership Ltd have in place a 2-point effective recruitment procedure for our staff working in educational establishments, such as schools and colleges

- Enhanced DBS checks are carried out on all staff working in Schools and Colleges
- Checks to ensure that staff have the right to work in the UK



## Safeguarding Policy

### **Referring Information:**

Lewis & Graves Partnership Ltd will refer information to the police and The Independent Safeguarding Authority (ISA) when an individual has been dismissed or the individual resigns because they have, or may have harmed, a child or young persons.

### **Training & Education:**

Lewis & Graves Partnership Ltd have a training program designed specifically to meet both the needs of our staff and the duty of care to children and young people.

A handwritten signature in black ink, appearing to read 'J. Abbott'.

Reviewed January 2023

**James Abbott, Operations Director**