



## **Safeguarding** **Policies & Procedures**

P H Beck Ltd  
Unit 8 Wellington House  
Camden Street  
Portslade  
East Sussex  
BN41 1DU

*“P H Beck Ltd fully recognises its responsibilities with regards to Safeguarding.”*

### **Understanding Safeguarding**

As a building contractor working within social housing tenanted properties, we understand the need to safeguard both our operatives and tenants whilst we are on site.

All members of staff will have received training on safeguarding with respect to both themselves and tenants and in recognising the signs of abuse and the company’s procedures for reporting potential safeguarding issues and their responsibilities to maintain confidentiality.

The management is committed to ensure the company operates on all levels when it comes to safeguarding, these include;

#### **Tenants**

Operatives can identify young people / abuse / vulnerable adults who are suffering.  
Take appropriate action to ensure this is reported as necessary.

#### **Operatives**

Operatives are safe within their place of work.

Understand abusive / threatening behaviour towards them by tenants shall not be permitted or tolerated.

To ensure operatives are properly trained, they must understand what is recognised under the headings Child/Young Person / Vulnerable Adult / Abuse in order to be able to identify possible cases whilst they work in tenanted properties, these are defined as;

#### **Child/Young Person**

The legal definition of a child or young person within the Children’s & Families Act 2014, is anyone under the age of 18. In addition any young person under 24 with learning difficulties and/or disabled is legally defined as a child,

#### **Vulnerable Adult**

A person who has attained the age of 18 and;

Is receiving any form of health care

Is receiving a service or participating in an activity which is specifically targeted at people with age related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care.

Age related needs include needs associated with frailty, illness, disability or mental capacity.

#### **Abuse**

Can be defined as where there is evidence or cause for concern for a young person or vulnerable adult has suffered, or is at risk of suffering one or more of the following categories of abuse;

Neglect – the persistent or severe failure to meet a young person/vulnerable adult’s basic physical and/or psychological needs resulting in the impairment of health and development.

Physical abuse – may involve hitting, shaking, poisoning, scalding or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring.

Sexual abuse – involves a young person / vulnerable adult being coerced or forced into participating in, or watching, sexual activity including behaviour which violates the social taboos of family roles. The apparent consent of the young person / vulnerable adult is irrelevant.

Emotional / Psychological abuse – this occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the young person’s/vulnerable adult’s behaviour

and emotional development, resulting in low self-esteem. Some form of emotional abuse is present in all forms of abuse.

### **Safeguarding of Operatives**

As well as safeguarding the wellbeing of tenanted properties we have a duty of care to safeguarding our operatives whilst carrying out works within tenanted properties, this being the case our operatives are instructed to;

Work within tenanted properties in pairs.

Sign in at the beginning of the working day and out at the end to the working day to the works site office.

All operatives to carry with them a mobile phone, to be fully charged and in working order in order to enable contact at all times.

### **Initial Assessment by the Designated Safeguarding Officer**

The designated safeguarding officer should make an initial assessment of any allegation, consulting with other designated staff members as appropriate.

It is important the designated safeguarding officer does not investigate the allegation but makes a judgement on the basis of information already available as to whether or not the allegation warrants further investigation.

Should the designated safeguarding officer judge the allegation warrants further investigation they are to contact the relevant council operative.

Should an allegation be made against an operative of P H Beck Ltd the same procedures would be followed, depending on the severity of the allegation.

### **Suspension of P H Beck Ltd Staff**

Should an allegation be made by a tenant towards a P H Beck Ltd employee, an investigation shall be carried out by the designated safeguarding officer.

Suspension may be considered at any stage of an investigation. It is a neutral not a disciplinary act and shall be on full pay. Consideration should be given to alternatives, e.g. paid leave of absence, agreement to refrain from attending work, change of or withdrawal from specified duties.

Suspension should only occur for a good reason, for example;

Where the allegations are potentially sufficiently serious to justify dismissal on the grounds of gross misconduct.

Where it is necessary for the good and efficient conduct of the investigation.

If the suspension is being considered, the member of staff should be encouraged to seek advice, for example from a trade union.

Prior to making the decision to suspend, the Directors should advise the member of staff that;

An allegation has been made and that they are to be suspended from duty on full pay.

It is not a formal disciplinary act but an opportunity to conclude the investigation as quickly and fairly as possible.

Confirmation of the suspension, and reasons for it, will be sent in writing within three working days of the meeting.

### **The Disciplinary Investigation**

The disciplinary investigation should be conducted in accordance with existing disciplinary proceedings.

Where the member of staff has been suspended and no disciplinary action is to be taken, the suspension should be lifted immediately, and arrangements made for their return to work.

### **Allegations without Foundation**

Any allegation found to be false shall be kept on record. In consultation with the designated safeguarding officer the company shall;

Inform the member of staff against whom the allegation is made orally and in writing that no further disciplinary action will be taken.

Prepare a report outlining the allegation and giving reasons for the conclusion that it had no foundation and confirming that the above action had been taken.

### **Records**

It is important that documents relating to an investigation are retained in a secure place, together with a written record of the outcome and, if disciplinary action is taken, details retained on the members of staff's personal and confidential file.

### **Monitoring Effectiveness**

Where an allegation has been made against a member of staff, the designated safeguarding officer, at the conclusion of the investigation and any disciplinary procedures, consider whether there are any matters arising from it that should lead to the improvement of the Company's Safeguarding Policy and Procedures. Consideration should also be given to the training needs of staff.

### **Recruitment and Selection Procedures**

All staff shall be recruited in line with the existing recruitment and selection procedures which;

Require documentary evidence of qualifications.

Obtain professional and character references.

Verify previous employment history.

Obtain Criminal Records Bureau disclosure.

### **Staff Training and Development**

All new company employees will be made aware of the company's Safeguarding policy and procedures during the induction process.

The Safeguarding policy will be available to all current staff electronically and, if preferred, in paper form in a central file of policies kept in the main office.

Training and staff briefings will be provided at least annually, with all staff required to attend.

**PRIVATE & CONFIDENTIAL**

Notification of concern.

Person Making Referral;

Date;

Address where concern is for;

Name of Tennant;

Details of concern;

Details of other people within the household;

Signature of person making referral;

*For Office Use Only*

Designated Safeguarding Officer;

Date;

Comments;

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Action;

Signature of designated safeguarding officer;

Signed



Name

Mark Dennison, Director

Dated: 28.07.2025

*Review dates:*

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