



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

P H Beck Ltd  
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Portslade  
BN41 1DH

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

## **Policy Statement**

P H Beck is fully committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We recognise that our work in schools, hospitals, and local authority environments places us in proximity to individuals who may be at risk of harm. We adopt a proactive, zero-tolerance approach to abuse, neglect, exploitation, or inappropriate conduct. Safeguarding is embedded into our planning, site management, and operational delivery.

We will:

- Actively prevent harm through robust controls and staff awareness
- Work in partnership with clients and statutory agencies
- Ensure all staff understand their safeguarding responsibilities
- Respond immediately and appropriately to any concern

## **Legislative and Regulatory Framework**

This policy is aligned with current UK safeguarding legislation and guidance, including but not limited to:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (KCSIE)
- Care Act 2014 (Safeguarding Adults)
- Safeguarding Vulnerable Groups Act 2006
- Health and Safety at Work Act 1974
- Data Protection Act 2018 (GDPR) – P H Beck is registered with the ICO under registration reference ZA005670

## **Scope**

This policy applies to all P H Beck personnel operating in environments where children or vulnerable adults are present, including:

- Schools (primary, secondary, SEN)
- Hospitals and healthcare settings
- Local authority buildings
- Public-access construction sites

## **Definitions**

Safeguarding: Protecting health, wellbeing, and human rights to live free from harm, abuse, and neglect.

Child: Any individual under 18 years of age.

Vulnerable Adult: A person aged 18 or over who may be unable to protect themselves due to care needs, disability, illness, or circumstance.

## **Safer Recruitment and Vetting**

P H Beck operates strict safer recruitment procedures:

- All site-based staff working in regulated environments hold an Enhanced DBS certificate (highest level applicable to our sector)
- DBS checks are verified prior to site access
- Identity and right-to-work checks are completed
- Relevant experience and competency are assessed
- Subcontractors must provide evidence of equivalent safeguarding compliance

No personnel are permitted on site without appropriate clearance.

## **Roles and Responsibilities**

### *Company Directors*

- Ensure safeguarding is a strategic priority
- Allocate resources for training and compliance
- Monitor performance and incidents

### *Designated Safeguarding Lead (DSL)*

- Acts as the primary safeguarding contact within P H Beck
- Liaises with client safeguarding officers
- Manages and escalates safeguarding concerns
- Maintains incident records

DSL Name: Cheryl Bathard. Contact Details: 01273 262720 cheryl@phbeck.co.uk

### *Site Managers*

- Implement safeguarding controls on site
- Deliver site inductions including safeguarding briefings
- Ensure segregation and supervision arrangements
- Act immediately on any concern

### *Employees and Subcontractors*

- Follow this policy at all times
- Maintain professional boundaries
- Report concerns without delay

## **Site Controls and Risk Management**

Safeguarding is integrated into project planning via:

### *Risk Assessments and Method Statements (RAMS)*

- Identify safeguarding risks specific to the site
- Include control measures such as segregation, timing of works, and supervision

### *Physical Controls*

- Secure site boundaries (fencing, hoarding, locked access)
- Controlled entry/exit points
- Clear signage (restricted areas, PPE, no unauthorised access)

### *Segregation Measures*

- Separate working areas from pupils/patients
- Work outside operational hours where feasible
- Escorting procedures when working in live environments

### *Identification*

- Mandatory wearing of company ID badges
- High-visibility clothing where required

## **Code of Conduct**

All personnel must adhere to strict behavioural standards:

- Maintain a professional and respectful manner at all times
- Do not initiate or encourage unnecessary interaction with children or vulnerable adults
- Never be alone in a secluded area with a child or vulnerable adult
- Do not engage in physical contact
- Use appropriate language (no swearing or inappropriate comments)
- Do not use personal devices in sensitive areas
- No photography or recording without explicit permission
- Do not share personal details with site users

## **Training and Competence**

- All staff receive safeguarding awareness training as part of induction
- Site-specific safeguarding briefings are mandatory
- Managers receive enhanced guidance on recognising and reporting concerns
- Toolbox talks reinforce safeguarding responsibilities

## **Recognising Safeguarding Concerns**

Personnel are trained to recognise indicators such as:

- Unexplained injuries
- Sudden behavioural changes
- Signs of neglect or distress
- Fearful or withdrawn behaviour

Staff are not responsible for investigating, only reporting.

## **Reporting Procedures**

All concerns must be treated seriously.

### *Immediate Actions*

- Report to Site Manager or DSL immediately
- If urgent risk: contact emergency services (999)

### *Recording*

- Record factual observations only
- Include date, time, location, and individuals involved
- Avoid opinions or assumptions

### *Escalation*

- DSL will liaise with client safeguarding lead
- Referral made to appropriate authority (school DSL, NHS safeguarding team, or local authority)

## **Allegations Against Staff**

Any allegation involving P H Beck personnel will be:

- Reported immediately to senior management and DSL
- Reported to the client and relevant authorities
- Managed in line with safeguarding and HR procedures
- Subject to suspension from site pending investigation

## **Whistleblowing**

P H Beck encourages a culture of openness. Any concerns about unsafe practices or behaviour can be raised without fear of retaliation.

## **Lone Working**

- Lone working is avoided where possible in sensitive environments
- Where unavoidable, additional controls and supervision are implemented

## **Confidentiality and Data Protection**

- Safeguarding information is handled in line with GDPR
- Shared strictly on a need-to-know basis
- Secure storage of records is maintained

## **Monitoring and Compliance**

- Regular audits of safeguarding compliance
- Site inspections include safeguarding checks
- Lessons learned from incidents are implemented

### **Breach of Policy**

Failure to comply may result in:

- Immediate removal from site
- Disciplinary action
- Termination of employment or contract
- Referral to external authorities where appropriate

### **Review and Continuous Improvement**

This policy will be reviewed annually or following:

- Legislative updates
- Incident or near miss
- Client feedback
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Signed: \_\_\_\_\_

DIRECTOR

Position: \_\_\_\_\_

Date: \_\_\_\_ 18.03.2026 \_\_\_\_\_

#### *Review dates:*

09.01.2019  
11.02.2020  
15.01.2021  
02.02.2022  
09.01.2023  
29.01.2024  
28.07.2025  
04.03.2026  
18.03.2026

Version	Date	Improvement	Status	Approved by:
V1	Feb 2022	Document control added	Issued	CB
V2	March 2023	Full document review and changed	Issued	CB