

CHILD SAFEGUARDING POLICY

Atlas Cleaning Limited acknowledges and accepts its responsibility to safeguard the welfare of all children and young people, by a commitment to working practices which protect them, and recognises that it is always unacceptable for a child or a young person to experience abuse of any kind.

Atlas Cleaning Limited recognises that:

- the welfare of a child/young person is paramount;
- all children, regardless of age, disability, gender, ethnicity, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with its Clients is essential in promoting the welfare of children, young people, their parents, carers and other agencies.

The purpose of this policy is:

- to ensure Atlas Cleaning Limited provides protection for the children and young people with whom its employees may be directly or indirectly involved as a result of the services provided to Clients, their employees or users of their services;
- to provide employees of Atlas Cleaning Limited and Agency staff, used by Atlas Cleaning Limited, with guidance on procedures they should adopt in the event that they witness or suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all Atlas Cleaning Limited employees, including its senior managers, its workers, agency staff, casual workers, students or anyone working on behalf of Atlas Cleaning Limited (such as contractors).

Key Principles:

1. Recruitment

- Where a Client's organisation is required by legislation to undertake a Disclosure and Barring Service (DBS) check for its employees the same requirement will be extended to employees of Atlas Cleaning Limited who have been recruited to work specifically on that Client's site.





- The requirement for a DBS check will apply to all Atlas Cleaning Limited employees recruited to work specifically on the relevant Client's site whether they are permanent, temporary or casual workers.
- DBS checks will be renewed every three years unless the Client requires a shorter period for renewal of a DBS check.
- All employees and workers for whom a DBS check is in progress will be supervised and chaperoned at all times whilst working.
- Atlas Cleaning Limited will seek references from previous employers, which must prove to be satisfactory, for all employees required to work on a Client's site where there is contact with children and young adults.

2. Training

- Atlas Cleaning Limited will ensure that all employees, assigned to work on a Client's site where a DBS check is a requirement, will receive appropriate training on the safeguarding of children and young people.
- Atlas Cleaning Limited will provide effective management for its employees and other workers under its control, through supervision, support and guidance.

3. Reporting Procedures

- If an employee of Atlas Cleaning Limited, or worker authorised by Atlas Cleaning Limited to be working on the Client's premises, has concerns about a child or young person, these concerns must be immediately reported to the employee's Line Manager (normally an Atlas Cleaning Limited Supervisor or Area Manager).
- The Line Manager/Area Manager will immediately contact the Client's designated Safeguarding Officer to inform them of the circumstances.
- Atlas Cleaning Limited will fully co-operate with the Client in any investigations resulting from this action.

4. Managing Allegations against Atlas Cleaning Limited Workers

- Atlas Cleaning Limited will take very seriously all allegations that its own employees, or those working on behalf of the company, have acted inappropriately.
- The Client must inform the employee's Line Manager or Area Manager who will remove the employee from the Client's premises prior to undertaking a full investigation.
- Atlas Cleaning Limited will fully co-operate with the Client in any investigations resulting from this action.

5. Rights & Responsibilities

Responsibilities of the Board of Directors of Atlas Cleaning Limited are to:

- ensure all workers are aware of any child's need for protection;
- notify the Client if abuse of any kind is identified or suspected;



- support and where possible secure the safety of individuals and ensure that all referrals have full information in relation to identified risk and vulnerability;
- ensure Disclosure and Barring Service (DBS) checks for all staff that have access to or work with Children are undertaken.

Responsibilities of all management and staff of Atlas Cleaning Limited are to:

- be familiar with the Child Safeguarding policy;
- take appropriate action in line with the Child Safeguarding Policy;
- declare any existing or subsequent convictions.

Brian Sweeting, Human Resources Manager

Atlas Contractors Limited

Dated: **January 2017**

Review Date: **January 2018**