

## Safeguarding and Protection Policy Statement

We believe that the welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Smar-Technology Ltd works to ensure that all children and vulnerable adults coming into contact with our employees, workers or subcontractors are protected and treated with respect.

At the same time, Smar-Technology Ltd works to protect its employees from the risk of unfounded allegations.

### Policy Principles:

- The wellbeing and safety of each child and vulnerable adult is paramount.
- All children and vulnerable adults, regardless of disability, gender, racial or ethnic origin, religious belief, sexual orientation or any other relevant protected characteristic under the Equality Act 2010, have the right to be protected from harm.
- It is everyone's responsibility to report all suspicious concerns and allegations of abuse will be properly investigated and dealt with in a swiftly and appropriately manner.
- All alleged poor practice incidents, misconduct and abuse will be taken seriously by Smar-Technology and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the GDPR and Data Protection Act 2018.

(This Policy and these Policy Principles are underpinned by related key legislation and guidelines as listed on page 3 of this document.)\*

### Smar-Technology Ltd will:

- Make sure that all its workers understand their legal and moral obligations to protect children and vulnerable adults from harm, abuse and exploitation.
- When applicable carry out disclosure barring service (DBS) checks on new staff and carry out a risk assessment of any information disclosed.
- Ensure all employees, workers and subcontractors are aware of and abide by this Safeguarding and Protection Policy.

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## Code of Conduct for the Protection of Children & Vulnerable Adults

The following must be adhered to by all staff, workers, site visitors and subcontract staff:

- a) Observe this Code at all times.
- b) Stay within the confines of the agreed site or work area.
- c) Site Manager/Supervisor to record employees'/sub-contractors' names working on each site daily.
- d) Keep Site Supervisors informed of where you are and what you are doing.
- e) Treat all children and vulnerable adults equally, with respect and dignity. Ensure that the welfare of the children and vulnerable adults is put first.
- f) Avoid contact with children and vulnerable adults. Do not join in/play games with the children or vulnerable adults. Do not share food and drink with the children or vulnerable adults. Do not offer to buy or sell items to children or vulnerable adults. Do not give your address or telephone number to the children or vulnerable adults. Do not share media with children or vulnerable adults. Where pre-existing relationships exist, please disclose this as soon as possible to your Manager, such as children or vulnerable adults who are family members, nieces, nephews or grandchildren or are family friends or acquaintances.
- g) If spoken to by a child or vulnerable adult, please be polite but do not enter into lengthy conversation and do not engage children or vulnerable adults in conversation. Do not use inappropriate language on site.
- h) Do not engage in any physical contact with a child or vulnerable adult (it could easily be misinterpreted or misconstrued).
- i) Dress appropriately in the Company-provided branded workwear and/or in clothing of a similar style. You will be provided with an appropriate polo top, workwear trousers and safety boots as necessary.
- j) Do not bring or drink alcohol, bring/use any illegal substances, legal highs or smoke cigarettes, e-cigarettes or Vapes in the company of children or vulnerable adults.
- k) Remember that your actions, no matter how well-intentioned, could be misinterpreted.
- l) Immediately report any matters out of the ordinary or of concern to the Designated Safeguarding Lead, Headteacher or Principal of the school, college or other establishment.

**Review of this policy:** This policy and its procedures shall be reviewed at least annually to monitor their effectiveness:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any relevant changes within Smar-Technology Ltd.
- Following any concerns or issues that have been raised about Smar-Technology Ltd and the protection of children or vulnerable adults
- Or in any other circumstances.

**Ensure all allegations are reported immediately to your SiteManager/Supervisor**

Signature: *Chris Idle*

Date: 1st April 2023

Name: Christopher Idle

Position: Managing director

**Key legislation and guidelines relevant to and underpinning this Safeguarding Policy Statement\*:**

- The Children Act (1989) (as amended)
- The Adoption and Children Act (2002)
- The Children Act (2004)
- The Children and Social Work Act (2017)
- Keeping Children Safe in Education (2020)
- Safeguarding Vulnerable Groups Act (2006)
- Working Together to Safeguard Children (2018)
- Care Act (2014)
- Human Rights Act (1998)
- Equality Act (2010)
- GDPR and Data Protection Act (2018)
- Information Sharing: Advice for Practitioners (2018)