

### **Safeguarding Children and Vulnerable Adults Policy Statement**

Elliott Baxter is committed to safeguarding and promoting the welfare of children and vulnerable adults who we come into contact with through delivering our services.

Our Delivery Staff are DBS checked to help ensure the safety of children and vulnerable adults. Staff have ID badges which can be inspected at any time. Our staff should not be left unsupervised with children or vulnerable adults at any time.

It is the responsibility of the Delivery Staff to inform their Manager immediately if they become subject to any criminal investigation, caution or conviction. The Company will act on this information in the best interests to help protect the individual as well as the children or vulnerable adults.

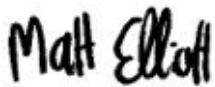
Delivery Staff will not take any photographs, exchange e-mails, text message or give out their own personal details which may leave them open to an allegation of abuse being made against them or the Company.

If a member of our Delivery Staff become concerned about a child or vulnerable adult whilst on site, they will immediately phone their Manager who will discuss what to do next. We will then report the incident to the schools Headteacher or the Site Manager as soon as possible. We will record the details of the disclosure and get it signed and dated by the Delivery Staff. All personal details will remain confidential.

Employees subjected to witnessing an alarming situation will be able to seek advice, support and counselling in total confidence. We recommend any discussions are made with your Line Manager or the Personal Manager in the first instance.

All aspects of this policy and associated procedure will be handled with sensitivity and due respect for the rights of all parties and will be subject to the strictest safeguards of confidentiality.

Any employee's behaviour that does not follow this Safeguarding Policy may result in disciplinary action up to and including dismissal.



Matt Elliott

Managing Director

January 2021