

## Safeguarding Policy

Swift Brickwork Contractors Ltd is committed to having effective safeguarding arrangements and believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.

### **Swift Brickwork Contractors Ltd will not tolerate abuse and exploitation by staff or associated personnel.**

We will achieve this by Ensuring all staff have access to, are familiar with, and know their responsibilities within this policy

- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Swift Brickwork Contractors Ltd. This includes the way in which information about individuals in our programme is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process working with our employees, service providers and customers to ensure improved awareness of safeguarding and to support the raising of concerns.

Swift Brickwork Contractors Ltd will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff. Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it)

will be protected by Swift Brickwork Contractors Ltd Whistleblowing Policy.

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager or HR department.

Swift Brickwork Contractors Ltd will follow up safeguarding reports and concerns according to policy and procedure, legal and statutory obligations

Swift Brickwork Contractor Ltd will apply appropriate disciplinary measures to staff found in breach of policy.

Swift Brickwork Contractors Ltd will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the supervisors or Team leaders.

## Safeguarding Policy Continued

### Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

### Associated Policies

- Code of Conduct
- Anti-Bullying and Harassment policy
- Whistle-blower policy
- Complaints Policy

Procedures for reporting and response to safeguarding concerns

Procedures for safeguarding in staff recruitment

Disclosure and Barring Service checks are carried out on all Swift Brickwork Contractors Ltd staff working on or with Vulnerable Groups

We will achieve increased awareness by ensuring a safeguarding awareness training is provided during induction of new employees and refresher for existing employees

Authorised by



M Walsh  
Managing Director