



Safeguarding Policy

Policy Statement

Health and Safety Partnership Consultants Limited (HSPCL) is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Staff recognises and accepts their responsibilities to develop the awareness of the risk and issues involved in safeguarding. HSPCL also recognises that it has a responsibility to protect staff from unfounded allegations of abuse.

HSPCL will seek to ensure, where reasonably practicable, that the outcomes set out in **‘Every Child Matters’** are extended to work-related learning and work-based situations, that activities contribute to children and adults:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution
- Achieving Economic Well-Being

Definition

For the purposes of this policy and procedure children are defined in the **Children Act of 1989** as a person under the age of 18 years. **The Safeguarding Vulnerable Groups Act 2006** defines a ‘vulnerable adult’ as a person aged 18 and over and:

- receiving a social care service
- receiving a health service
- living in sheltered accommodation
- detained in custody or under a probation order
- requiring assistance in the conduct of his/her affairs
- receiving a service or participating in an activity targeted at older people, people with disabilities or which physical or mental health conditions
- any other adults whose circumstances make them vulnerable at a particular time

Accountability and Responsibility

The Organisation has the following appointed and trained personnel, whose roles are designed to support our staff, members of the public, tutors, customers and learners.

Peter Robertshaw, Director

The above designated staff member is responsible for monitoring and managing incidents or concerns and liaising with the relevant parties.

The HSPCL Director is responsible for responding to an annual report on safeguarding within the company and ensuring that all policies and procedures are in place, and that these policies and procedures are available for scrutiny by the relevant parties. The HSPCL Directors are held accountable for the overall safeguarding policy of the organisation, and they will act in accordance with the statutory and legislative guidance and law to safeguard and protect the welfare of learners and its employee’s.

Peter Robertshaw is appointed as the **Designated HSPCL Director for Safeguarding (DDS)** who will be responsible for instigating an annual review of the organisations policy and procedure for Safeguarding. As part of this annual review HSPCL will judge the efficiency by which the procedures have been implemented in conjunction with the Designated Safeguarding Person. During this review any deficiencies will be remedied immediately with the consultation of the Company Directors and Designated Safeguarding Person.



Staff Training

HSPCL has a duty to promote safeguarding issues and measures to staff and ensure that they:

- Analyse their own practice against established good practice and assess risk to ensure their practice is likely to protect them from false allegations. Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse (Code of Conduct)
- Follow the guidelines for staff
- Undertake regular training on safeguarding to raise awareness of current issues and legislation

Learner Training

HSPCL will provide information advice and guidance for learners in the form of:

Introduction to safeguarding at induction

Health & Safety Induction

Training Consultants/Advisors/Trainers and provide progress review

Disclosure Check (DBS)

The company has a responsibility to ensure safe recruitment and employment practices. New and existing staff who frequently or intensively work with children, young people and vulnerable adults in training, supervision, advice and transport will be checked through the Home Office for criminal record information. All potential new employees will be subjected to pre-employment checks. These checks will consist of:

- Identity
- DBS enhanced
- Qualifications
- Professional Status
- Eligibility to work within the UK
- Health and Sickness Records

These checks will be conducted and undertaken, prior to a contract of employment is confirmed to the individual(s).

Review

HSPCL Safeguarding Policy is reviewed annually and its provisions monitored by the Company Directors. The review process includes analysis of monitoring data, consultation with and feedback from learners, clients, staff and other directors to determine the impact of the policy and any action required. Any deficiencies will be remedied immediately with the consultation of the Designated Safeguarding Person.

Signed:

Position: **Director**

Latest review dated: **1st January 2026**