

Cleaning Technique Safeguarding Policy

Safeguarding Policy

As an employer and provider of services to organisations where our employees may have interaction with vulnerable persons, including children, we are committed to protecting all such persons regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

Scope

This policy applies to all Cleaning Technique employees who may have interaction with vulnerable persons while undertaking cleaning activities.

We acknowledge that some vulnerable persons including children, persons with disability or those from ethnic minority communities, can be particularly vulnerable to abuse.

In the context of this policy, a concern should be raised if any of the following circumstances have or are happening to a vulnerable person:

- physical abuse
- emotional abuse
- neglect
- sexual abuse

The nominated person within Cleaning Technique with responsibility for this safeguarding policy is Izzy McGrath.

Procedures

- a) Prior to allowing any employee to work at client organisations where they may have interaction with vulnerable persons, we will subject them to background checks through the Disclosure and Barring Service (DBS). Furthermore, we will require them to produce a satisfactory professional reference and a character reference.
- b) All such employees will be trained and provided with information on the Cleaning Technique Safeguarding Policy.
- c) We will comply with legal obligations placed on us and adhere to the safeguarding policy of our client organisations.
- d) If an employee becomes concerned about or suspects that a vulnerable person may be suffering abuse, he/she should report this to Izzy McGrath.
- e) Any person from the client organisation who becomes concerned about the behaviour or actions of a Cleaning Technique employee should report this to Izzy McGrath.
- f) Any concerns reported to Izzy McGrath will be investigated thoroughly. She will then ensure that appropriate and proportionate steps are taken to safeguard any vulnerable person.
- g) We will maintain confidentiality at all times and treat any matters reported to us with sensitivity and in a professional manner.
- h) We will maintain detailed records of any reports, investigation and relevant correspondence.

- i) We will review this safeguarding policy in the event of any significant changes including changes in legislation or the outcome of an investigation but at least annually.

Records

Disclosure and Barring Service (DBS) Records
Employee professional and character references
Training Records