

Safeguarding Policy

Revision (1)
Page 1 of 4



Architects

Purpose

This policy has been prepared on the understanding that DJD Group Limited is not directly involved in the provision of care or education. However, it is recognised that from time to time there will be occasions where employees may come into contact with children, young people (between 16 and 18) or vulnerable adults during work related activities.

This policy sets out the expectations for all employees of DJD Group Limited in situations where a safeguarding concern could arise. It is important that all employees familiarise themselves with the contents and ensure that they refer to it when appropriate. If employees are in any doubt over the application or requirements at any time, they must ensure that issues are discussed with a Director.

Definitions

The following definitions of the term 'safeguarding' are extracted from statutory guidance.

Safeguarding children is defined in *Working together to safeguard children* (<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>) as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Safeguarding vulnerable adults is defined in the *Care and support statutory guidance* (<https://www.gov.uk/government/publications/care-act-statutory-guidance>) issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect;
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect;
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action;
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

Acting on Safeguarding Concerns

No one working for DJD Group Limited should investigate concerns about individual children, a young person or vulnerable adults who are, or may be, being abused, or who are at risk. However, this does not mean that we should do nothing if we develop such a concern. We all have a responsibility to ensure that concerns about children, young people and vulnerable adults are passed to the appropriate agency without delay.

Anyone concerned that a child, young person or vulnerable adult may be at risk of being abused, or neglected, should not ignore their suspicions, and should not assume that someone else will take action to protect that person.

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Safeguarding Policy

Revision (1)
Page 2 of 4



Architects

Concerns about children and young people should be referred to the children's social care department of the local authority where the child resides.

Concerns about vulnerable adults should be referred to local authority adult services.

If you or someone else is in immediate harm, call the police using 999.

If you are approached by a child, young person or vulnerable adult reporting a circumstance of abuse or other safeguarding harm:

- Listen carefully and respectfully, do not interrupt them, blame them, or ask leading questions.
- Do not promise to keep what you have been told secret.
- Advise that you are obliged to report the situation to the relevant authority confidentially.
- Do not try to solve the situation yourself or confront anyone.
- Remember to take all claims seriously.
- Write up their narrative, giving as much detail as possible. Include the date and time, what was said and any names and locations.
- Respect the person's privacy and do not disclose any information to others within or outside work.
- Report the situation to a Director, and proceed to contact the relevant local authority and/or police as appropriate.

All records must be kept securely and confidentially in accordance with DJD Group Limited's Privacy Policy.

Recruitment

DJD Group Limited does not recruit for the provision of care or education, as this is not a function of our business. As such our roles do not require a Disclosure and Barring Service (DBS) check as employees are not expected to come into regular contact with children, young people and vulnerable adults.

On occasion clients have requested a DBS check for employees on a project specific basis and we have been able to oblige. In such circumstances it is likely that there are particular safeguarding risks involved in the project, and we would expect to follow the safeguarding requirements set out by our Client in these instances.

Protecting Against Safeguarding Issues During the Course of our Work

There are a number of simple steps that should be taken to ensure employees are not placing themselves or others at safeguarding risk.

Off-Site Activities

When visiting an occupied residence or other setting on behalf of a client, building owner or landlord, where it is known that a child, young person or vulnerable adult will be present, visits should be conducted with two people present. Ideally, the building owner, landlord, their representative, or a carer or other trusted adult responsible for the vulnerable person or persons, should be present. Where this is not possible, two members of staff should attend.

Safeguarding Policy

Revision (1)
Page 3 of 4



Architects

Young Workers

Young workers (between 16 and 18) including children and young people on work experience, may be at greater risk due to lack of experience and immaturity. Young workers should not be allowed to visit site or attend meetings etc without being accompanied, and instruction should be given for all tasks. They should be monitored more closely and may need additional instruction. They should not be left alone in the office at any time.

Work Experience

Children and young adults attending the office for work experience should be in the presence of at least two employees whenever possible. This is likely to limit the potential for work experience students to accompany employees on site visits outside of the office.

Photography

Photographs, films, or sound recordings in which children, young people, or vulnerable adults can be recognised must not be made without obtaining written permission. Written permission may be given by a young person or vulnerable adult if they are capable of deciding this for themselves, otherwise from a parent or carer. This applies to all photographs, film or sound recordings made for any purpose in relation to the activities of DJD Group Limited, including social occasions and other events organised or attended by the Company.

In the case of larger scale events where it is not feasible to obtain consent because of the number of people involved, because we have not had contact with attendees beforehand, or where people may be too distant to be recognised, a notice should be displayed in advance and during any photography or recording that photographs/ films/ recordings will be taken in that area. The notice should generally state:

“Photography and recording may take place at this activity/ in this venue/ at this event. If you do not wish to be photographed or recorded, please let the photographer know.”

Information Requests

Information about children, young people and vulnerable adults must not be shared with anyone, except for the emergency services and local authority social services as appropriate.

Physical Contact

Physical contact between employees and children, young people and vulnerable adults is strongly discouraged and workers should never initiate or reciprocate physical contact. It is acknowledged that some children, young people or vulnerable adults may make spontaneous contact with employees or others and that this is unavoidable. In the event of a first aid incident the procedures below should be followed.

First Aid

In the event of an accident or illness involving a child, young person or vulnerable adult who is judged incapable of making an informed decision and requires first-aid, the parent or carer should be contacted before it is administered. Young people and vulnerable adults judged competent to decide may be offered first aid, and asked if they would like their parent or carer to be contacted.

In emergency situations, first-aiders may administer first aid as required without contacting the person's parents or carers. After the emergency comes to an end, or once the emergency services are involved, the parent or carer should be contacted immediately.

Safeguarding Policy

Revision (1)
Page 4 of 4



Architects

First aid may only be administered by employees with first aid training. In relation to children, young people and vulnerable adults, where possible two employees should be present whilst first aid is administered. Employees should not give a child, young person or vulnerable adult any medication, or help them take medication.

Unexplained Absence

If a child, young person or vulnerable adult is absent without explanation, or goes missing during the course of an event or working day, a Director should be informed immediately and the person's parent, carer, or other responsible person/ organisation contacted. For example should a young person attending the office for work experience not arrive, or not return after a lunch break, their parent, carer or school should be contacted. This would also apply to any employee who has failed to arrive for work or has gone missing during the day. In the first instance a Director should attempt to contact the employee, and if unsuccessful their recorded emergency contact/ next of kin.

Concerning Behaviour

Anyone working for DJD Group Limited who has concerns about the behaviour of a colleague must always raise this with a Director as quickly as possible. In the event that there is the concern over the behaviour of a Director this should be raised with another Director at the first opportunity.

Improvement and Review

We are determined to continue improving our understanding and processes for ensuring safeguarding of children, young people and vulnerable adults where these issues may arise during the course of our work. This policy will be reviewed annually to ensure its appropriateness and currency.

| Revision | Note | By | Date |
|----------|--|-----|------------|
| - | First issue | MA | 14/04/2023 |
| 1 | Reviewed - Reference to DJD Construction Consultants Ltd removed | JCM | 04/04/2024 |

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