

Safeguarding Policy

This policy applies to all staff, including senior managers and directors, subcontractors, suppliers, volunteers, agency staff, or any person working on behalf of Imagine Construction Services Ltd.

The purpose of this policy is to protect children, young people and vulnerable people who receive Imagine Construction Services Ltd's services and to provide all staff, subcontractors, suppliers, volunteers, agency staff or other representative, with the overarching principles that guide our approach to safeguarding.

Imagine Construction Services Ltd believes that no child, young person or vulnerable person should ever experience any kind of abuse. We have a responsibility to promote their welfare and to keep them safe and are committed to practice in a way that protects them.

This policy has been drawn up on the basis of all current legislation and common law of England and Wales.

We recognise that:

- The welfare of children, young people and vulnerable people is paramount
- All people, regardless of age, disability, gender, race, religion, sexual orientation or identity, have an equal right to protection from all types of harm and abuse.
- Abuse can be physical and psychological

We will seek to keep children, young people and vulnerable people safe by:

- Closely liaise with our clients to identify people who may be affected by our works and how best to approach the works
- All staff to follow a code of conduct
- Provide effective management for staff through supervision, support and training
- Recruiting staff safely, ensuring that all staff provide a criminal record check prior to commencing employment
- Sharing information about safeguarding
- Sharing concerns with clients and third party agencies
- Challenging inappropriate behaviour no matter how minor or trivial it may seem

Imagine Construction Services Ltd operates a zero tolerance approach to safeguarding. If any abuse is suspected there is an obligation to immediately report the suspicion to the Managing Director. Upon receipt of a report, the Managing Director will immediately suspend the employee subject to the accusation pending an investigation, an investigation will be started within 3 working days of the complaint and shall be completed within 10 working days of commencement. Upon

completion of the investigation, any necessary actions will be implemented within 10 working days. The findings of the investigation, and any actions / follow up process, will be communicated to the accused party, the complainant, the victim (or their representative) and our client; this shall be communicated within 10 working days of closing the investigation, subject to data protection and any relevant appeals process.

We are committed to reviewing our practices and procedures annually.

This policy was last reviewed on: 18/03/2019

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