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Safeguarding Policy

The company recognises that its sales representative, staff and delivery drivers visit schools and come into contact with children (under 18's) and vulnerable adults (CVA) in the course of their work. This policy is to outline the company approach to safeguarding children and vulnerable adults.

After assessing the nature, frequency, regularity and level of supervision available when working with under 18's and vulnerable adults it is recommended staff follow the following guidelines at all times:

1. When arriving at a school, always wear the company identity badges.
2. Immediately report to reception and follow any security procedures as directed, including signing in as a visitor as required, and display the establishment identify card issued.
3. Always seek an escort through the school to the science laboratories or other area to be visited in the course of their job.
4. No employee must be in a situation where they are alone with a child or children, without a member of staff from the establishment being present.

After assessing the risks, and provided the guidelines are followed it is not a company requirement for Disclosure and Barring Service (DBS) Disclosures to be sought for employees visiting schools or other CVA establishments.

Philip Palser
Company Director and Chief Technology Officer

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