

## Lanes Employment Solutions Limited

### Safeguarding Policy

#### Scope:

The following people are expected to comply with this policy:

- All staff employed by or contracted to LanesHR.
- Associated personnel whilst engaged with work or visits related to LanesHR, including but not limited to the following: consultants, contractors, programme visitors and guest contributors.

#### Purpose:

The purpose of this policy is to protect our staff, clients and programme participants (including children and at risk adults) from any harm that may be caused due to their coming into contact with LanesHR. This includes harm arising from:

The policy lays out the commitments made by LanesHR and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under LanesHR Human Resources Policies and Procedures
- Safeguarding concerns in the wider community not perpetrated by LanesHR or associated personnel.
- Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In relation to LanesHR, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff.

The practices and procedures within this policy are based on the principles contained in UK legislation, they take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

## Policy Statement

LanesHR believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. LanesHR will not tolerate abuse and exploitation by staff or associated personnel.

It is the responsibility of all representatives of LanesHR to raise any concerns you have or any concerns which are reported to you according to this policy.

## LanesHR Responsibilities

LanesHR will:

- Make this policy available to all staff, provide appropriate means for staff to become familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with LanesHR. This includes the way in which information about individuals is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.
- Adopt safeguarding practices through procedures and a code of conduct for staff.
- Develop and implement an effective e-safety policy and related procedures.
- Make training available on safeguarding for staff.
- Follow up on reports of safeguarding concerns promptly.
- Review this policy annually.
- Record and store information professionally and securely and share information about safeguarding and good practice with staff via the staff handbook and other communication.
- Use its procedures to manage any allegations against staff appropriately.
- Create and maintain an anti-bullying environment and include appropriate policy and procedure to help it deal effectively with any bullying that does arise.
- Establish effective complaints and whistleblowing measures.
- Provide a safe physical environment for staff by applying health and safety measures in accordance with the law and regulatory guidance.

## Staff Responsibilities

LanesHR staff and associated personnel must not:

- Sexually abuse or exploit anyone.
- Subject anyone to physical, emotional or psychological abuse, or neglect.
- Exchange money, employment, goods or services for sexual activity.

Additionally, LanesHR staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Value, listen to and respect all people whom they come into contact with.
- Report any concerns or suspicions regarding safeguarding violations by a LanesHR staff member or associated personnel to the appropriate staff member.

## Enabling Reports

LanesHR will establish safe, appropriate and accessible means of reporting safeguarding concerns for all staff and participants we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by LanesHR Whistleblowing Policy.

LanesHR will also accept complaints from people other than staff, such as programme participants and members of the public. Participants and members of the public can report concerns to the Managing Director of LanesHR.

## How to report a Safeguarding concerns

Staff members who have a complaint or concern relating to safeguarding should report it immediately to Dawn Simpson Lane – Managing Director (dawn@laneshr.co.uk or telephone 07903 441167 )

## Response

LanesHR will follow up safeguarding reports and concerns according to the processes set out in the Safeguarding Reporting Procedures, and legal and statutory obligations within the timelines set out therein (see procedures for reporting and response to safeguarding concerns in Associated Policies). LanesHR will make any relevant authorities aware of any allegations made.

LanesHR will apply appropriate disciplinary measures to staff found in breach of policy. Where staff or associated personnel have caused harm to a person, regardless of whether or not a formal internal response is initiated (such as an internal investigation), LanesHR will offer appropriate support to that person.

## Confidentiality

Staff and associated personnel will maintain confidentiality at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared strictly on a need to know basis and will be kept secure at all times.

## Associated policies

- LanesHR Staff Handbook
- Human Resources Policies and Procedures
- Staff Data Privacy Policy
- Ethical Standards Policy
- Complaints Policy
- GDPR Policy

## Review

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in legislation.

This Policy is not contractual in nature, (but is bound in part by current legislation of which the Company is duty bound to comply with), but merely a statement of current intention on the part of the Company, which it can change with or without consultation.

