

## Safeguarding and Prevent Policy

Line Security Services Ltd makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe. Line Security Services Ltd meets vulnerable adults and children through the delivery of guarding and other security services to places of education and care facilities. The types of contact with vulnerable adults will be regulated and controlled in accordance to the contract and policies provided by the client.

This policy seeks to ensure that Line Security Services Ltd undertakes its responsibilities with regard to the protection of Data, staff and client property and will respond to concerns appropriately. The policy establishes a framework to support paid staff in their practices and clarifies the organisation's expectations and responsibilities.

Safeguarding is about embedding practices throughout the organisation to ensure the protection of Data, staff and client's property wherever possible and responding to circumstances that arise.

All staff have a responsibility to follow the guidelines laid out in this policy and related policies and to pass on any welfare concerns using the required procedures.

We expect all staff to promote good practice by being excellent role models, contributing to discussions about safeguarding and to positively involving people in developing safe practices.

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation, in addition to the policies provided by those whom Line Security Services Ltd are working on behalf.

### **Safe recruitment**

Line Security Services Ltd ensures safe recruitment through the following processes: Thorough vetting and screening during the probationary period in which the prospective employee has a full 5-year employability check, a check to see if there are any sanctions against the said employee and the various other requirements in line with BS7858.

When staff are expected to be working Line Security Services Ltd will ensure all staff deployed on that location have a complete DBS check prior to the commencement of work.

In addition to this Line Security Services Ltd have a range of other policies to ensure the continuity of the safeguarding policy, such as the whistleblowing policy, social and welfare policy, recruitment and selection policy, lone worker policy and general emergency procedures policy.

DBS checks are conducted every 3 years for staff who work in venues that occupy those who require safeguarding.

Line Security Services Ltd will ensure that staff and any subcontractors meet the needs of the clients needs. Line Security Services Ltd there will be systematic checking of safeguarding arrangements of partner organisations, ensuring they have staff that meet our needs and expectations, usually through requesting themselves or their employed to provide evidence of their screening/vetting and DBS check. Safeguarding will be a fixed agenda item on any meetings between the subcontractor and Line Security Services Ltd if sites with these specific requirements are being manned by both parties. Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non-compliance procedures.

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Line Security Services Ltd commits resources for the induction and training of staff in effective communications and support mechanisms in relation to Safeguarding

Line Security Services Ltd expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to: Giving and receiving gifts, prohibiting relationships from forming between guard and vulnerable persons, and upholding the company code of conduct.

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

Line Security Services Ltd recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation.

Line Security Services Ltd recognises its legal duty to report any concerns about the unsafe practice by any of its staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- Staff are vetted and screened
- Records made and kept of supervision sessions
- Training – register/ record staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up-to-date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of the Designated senior manager responsible for Safeguarding is in post

Information will be gathered, recorded and stored in accordance with the following policies: Data Protection Policy, and Confidentiality Policy.

Line Security Services Ltd will make clients aware of the Safeguarding Policy by sending through all relevant policies at the commencement of the contract.

This policy will be reviewed by Line Security Services Ltd every year and when there are significant changes in legislation.



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