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# Child & Vulnerable Adult Safeguarding Policy

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## 1. Introduction

GRAHAM Facilities Management is committed to practices which protect children and vulnerable adults from harm. The safety and protection of children and vulnerable adults is of paramount importance.

Staff in GRAHAM Facilities Management accept and recognise our responsibilities to develop awareness of the issues which cause children and vulnerable adults harm.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People polices are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Scope

This policy applies to all GRAHAM Facilities Management staff in the UK.

## 3. Procedure

GRAHAM Facilities Management conducts business with public and private organisations. The majority of staff will not come into contact with children and vulnerable adults as part of their job. This policy is aimed at ensuring protection for any children or vulnerable adults that GRAHAM Facilities Management staff may come into contact with. GRAHAM Facilities Management has a link with education providers. This may result in staff being in the proximity of children or vulnerable adults or encountering issues which may affect or impact upon children or vulnerable adults.

We will endeavour to safeguard children or vulnerable adults by: -

- Adopting child protection guidelines for staff and for Managers
- Sharing information about concerns with people and agencies who need to know
- Following carefully the procedures for recruitment, selection and appropriate clearance of staff who may have contact with children or vulnerable adults
- Providing effective management for staff through training, supervision, and support
- We are also committed to reviewing our policy at regular intervals

#### 4. Guidelines for Staff

It is important for all concerned that staff, children and vulnerable adults have guidelines on what is expected, and what is not accepted, with respect to their behaviour. It is important to act in a way which will help avoid any potential incidents.

#### 5. Recruitment, Selection and Clearance

During the selection process or, for existing staff, before they can work with children or vulnerable adults, staff will undergo whatever checks and clearances are required from time to time in accordance with the guidelines and advice issued by the Independent Safeguarding Authority (ISA) and the Criminal History Disclosure Service Access NI. It is against the law for anyone who is registered as banned from the ISA list to apply for work with vulnerable groups.

The ISA was created as part of the Government's Vetting and Barring Scheme (VBS) to help prevent unsuitable people from working with children and vulnerable adults. It is a Non-Departmental Public Body, sponsored by the Home Office.

The ISA works in partnership with the CRB to help ensure that there is 'no known reason' why individuals who work or wish to work or volunteer with children or vulnerable adults shouldn't do so.

The ISA's role within the VBS is to make independent barring decisions and place or remove individuals on either the ISA's Children's Barred List or the ISA's Vulnerable Adult's Barred List, or both.

Care must be taken to obtain references for all new relevant staff. Managers must be constantly vigilant in relation to the behaviour of those staff who have clearance to work with children and vulnerable adults. Any concerns must be followed up on promptly as it is a legal responsibility under [The Safeguarding Vulnerable Groups Act 2006](#) and Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 for GRAHAM Facilities Management to report any concerns.

#### 6. Employer's Duties and Responsibilities

It is a criminal offence for an employer to allow a barred person, or a person who is not yet been vetted, to work for any length of time in any regulated activity.

- It will be a criminal offence for an employer to take on a person in a regulated activity if they fail to check that person's status.
- It is the legal responsibility of GRAHAM Facilities Management to act in accordance with [The Safeguarding Vulnerable Groups Act 2006](#) and Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and to properly notify the Independent Safeguarding Authority of any concerns about a person's suitability to work with vulnerable groups under the Act.