

Safeguarding Policy

1 Statement of Policy

- 1.1 Nobisco Limited (the Company) is committed to safeguarding and promoting the welfare of all young people and vulnerable adults, including those working on temporary work experience or learning projects in addition to employees.
- 1.2 As the employer of young people, learners, and vulnerable adults it is important that individuals fully understand their responsibilities and the practical implementation of this safeguarding policy.
- 1.3 According to the Office of the Public Guardian, Safeguarding is the term used to describe how we protect adults and children from abuse or neglect. Safeguarding is about protecting certain people who may be in vulnerable circumstances. They may be a risk of abuse or neglect due to the actions or lack of action of another person. The law enshrined in the Children's Act 1989 requires us to take all reasonable measures to ensure that the risks of harm to the individual's welfare is minimised.
- 1.4 This policy applies to all workers, employees and to agency workers where appropriate and is in relation to any vulnerable adult or young person gaining work experience or employment with the Company, specifically those 18 years old and under and vulnerable adults of 19 years and over.
- 1.4 This policy should be read in conjunction with the Company policy on bullying and harassment and the disciplinary procedures.

2 Responsibilities under this Policy

- 2.1 Work Based Learning, as provided by Nobisco Ltd has not been specifically named (in the Children's Act). However, the Company has a duty of care to ensure any employee or learner, temporary or permanent is protected from abuse and is kept safe at all times.
- 2.2 The Company will be aware of any workplace issues that might affect the safety of its young people or vulnerable adults and take action to prevent harm should any issue be identified.
- 2.3 Any employee suspected or found to be causing harm to a young person or vulnerable adult will have their behaviour investigated under the company disciplinary procedures. However, if the action is considered to be a criminal

offence then in addition, the suspected offender will be reported to the police and/or other official bodies who will conduct their own investigation

- 2.4 Managers of young people and/or vulnerable adults will receive appropriate training and/ or awareness information to ensure they provide necessary support to the individual.
- 2.5 The Company induction process provides awareness information to support the onboarding of young people and vulnerable adults.
- 2.6 The Company is responsible for ensuring that employees working alongside learners are free from convictions and of sound character and mind and will not pose any threat or danger to learners.
- 2.7 No young person or vulnerable adult will work alone, unsupervised with one adult unless that adult has received an enhanced DBS check that is available for anyone caring for, training, supervising or being solely in charge of young people or specified activities with vulnerable adults in receipt of health care or social care services.
- 2.8 Abuse may be suspected where the lawful monitoring of email and/or internet use identifies the possibility of unlawful action relating to paedophilia in which case then the Company is obliged to report their suspicions to the police before taking action in line with the company disciplinary procedures.

3 Roles and responsibilities of employers and staff:

- 3.1 All employees of the Company have a duty to:
 - To understand what is meant by safeguarding and promote the welfare of younger and vulnerable staff.
 - To be aware of the Statutory Duty to safeguard and promote the welfare of such staff (see Children Act 2004)
 - To be familiar with the policy and procedures within Nobisco Ltd for the safeguarding of young people and vulnerable adults. For example, who to report suspected harm to
 - To report any suspicion of harm they witness or become aware of to a senior manager or the Managing Director who will investigate the issues and take any required action in line with this policy and the Disciplinary Procedures.

4 Examples of actions that may constitute harm

<i>Types of harm could be:</i> <ul style="list-style-type: none"> • Physical • Emotional or Psychological • Neglect • Sexual Abuse or Exploitation • Bullying • Cyber Bullying • Harassment 	<i>Indications of harm could be:</i> <ul style="list-style-type: none"> • Showing wariness and distrust of adults/specific individuals • Inconsistent explanation of injuries • Low self esteem • Aggressive or demanding behaviour • Abusing alcohol or drugs • Suicidal feelings or attempts at suicide • Being withdrawn • Difficulty concentrating
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5 Reporting Process

- 5.1 All employees must report any suspicion of abuse taking place in the workplace to the managing director (MD). The MD will appoint an investigating manager to manage the internal process.
- 5.2 The MD will report to the relevant authorities suspected abuse that any reasonable person would believe to be a criminal offence. Whilst a criminal offence will be investigated externally, an internal process will be needed to take action as an employer, for example under the disciplinary policy and procedures that may lead to dismissal.
- 5.3 If the MD is suspected of causing harm then the suspected abuse must be reported to an outside agency for example, the police, Social Services, or the NSPCC.
- 5.4 If abuse is suspected by an employee where the employee is suspicious of harm occurring outside of the workplace, for example, physical violence or neglect, then the concerns should first be raised, in confidence with the MD and a decision will be taken as to whether to first speak to the individual and after that whether an external agency should be advised. Reporting the suspicion to an external agency does not require the permission of the individual, although agreement is preferred.
- 5.5 IN all cases of suspected abuse of a minor or a vulnerable adult the authorities must be informed

5 Useful contact details

- 5.1 If you are worried about a child, even if you are unsure, contact the NSPCC who will listen, offer advice and support, and can take the next steps if a child is in danger.

- 5.2 Telephone lines are open **Monday to Friday 8am – 10pm** and **9am – 6pm at the weekend**. Or online **24 hours a day, 365 days a year**.

0808 800 5000; or email help@nspcc.or.uk

- 5.3 In the case of a vulnerable adult, contact the local Social Services department.