LEON GUARDING

SAFEGUARDING POLICY

SAFEGUARDING POLICY POL51 - JAN 2026, Issue 1

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SIA APPROVED CONTRACTOR

SAFEGUARDING POLICY

Purpose

The purpose of this Safeguarding Policy is to ensure that Leon Guarding & FM Limited upholds its commitment to protecting all individuals, particularly vulnerable persons, from abuse, harm, and neglect within the scope of our operations. This policy provides a framework for ensuring that our employees, contractors, and partners understand their responsibilities and act accordingly to safeguard the well-being of all individuals. This policy is in compliance with relevant UK safeguarding laws and regulations, including but not limited to the Children Act 1989, the Care Act 2014, and the Safeguarding Vulnerable Groups Act 2006.

Scope

This policy applies to all employees, contractors, volunteers, and any other personnel working on behalf of Leon Guarding & FM Limited. It is particularly relevant to those working in roles that involve interaction with vulnerable individuals, including but not limited to security guards and cleaning staff.

Definitions

- **Vulnerable Person:** An individual who may be more susceptible to harm, abuse, or neglect due to age, disability, illness, or any other factor that reduces their ability to protect themselves.
- **Safeguarding:** The measures taken to protect the health, well-being, and human rights of individuals, ensuring that they live free from harm, abuse, and neglect.
- **Abuse:** Any action that intentionally harms or injures another person, including physical, emotional, sexual, or financial harm.
- **Neglect:** The failure to provide necessary care, assistance, guidance, or attention to individuals, leading to their harm or suffering.

Policy Statement

Leon Guarding & FM Limited is committed to:

- **Promoting a Safe Environment:** We aim to create and maintain a safe environment where all individuals, especially those who are vulnerable, feel protected and respected.
- **Zero Tolerance to Abuse:** We operate a zero-tolerance policy towards abuse, neglect, and exploitation of any kind.
- **Staff Awareness and Training:** We will ensure that all employees, contractors, and volunteers are aware of this policy and receive appropriate safeguarding training to recognize, respond to, and report concerns.
- **Reporting Mechanisms:** We provide clear reporting procedures for safeguarding concerns, ensuring that all allegations or suspicions of abuse are taken seriously, investigated, and acted upon promptly.

- **Confidentiality:** We respect the confidentiality of all parties involved in a safeguarding concern, sharing information only with those who need to know in order to protect the individual(s) concerned.
- **Partnership Working:** We will work collaboratively with external agencies, including local authorities, police, and social services, to protect individuals and ensure the proper handling of safeguarding concerns.

Responsibilities

- **Management:** Responsible for ensuring the implementation and regular review of this policy. Management must also ensure that all employees and contractors are aware of their safeguarding responsibilities and are adequately trained.
- **Employees and Contractors:** Required to adhere to this policy, complete mandatory safeguarding training, and report any concerns or suspicions of abuse or neglect following the established procedures.
- **Designated Safeguarding Officer (DSO):** Appointed to oversee the implementation of the safeguarding policy, act as the primary point of contact for safeguarding concerns, and ensure appropriate action is taken in response to any issues raised.

Reporting Procedures

- **Immediate Action:** If a staff member believes that an individual is in immediate danger, they must report the situation to their line manager and the Designated Safeguarding Officer immediately. If necessary, the police or relevant authorities should be contacted.
- **Raising a Concern:** Any concerns about potential or actual abuse or neglect should be reported to the Designated Safeguarding Officer using the internal reporting forms provided by the company.
- **Investigation:** The Designated Safeguarding Officer will conduct an initial assessment of the concern, determine the appropriate course of action, and involve external agencies if required.
- **Outcome and Follow-Up:** Following the investigation, the outcome will be documented, and any necessary actions, including support for the affected individual, disciplinary measures, or procedural changes, will be implemented.

Review and Monitoring

This policy will be reviewed annually or whenever there are significant changes in legislation or company operations that impact safeguarding practices. Regular audits will be conducted to ensure compliance with this policy and the effectiveness of safeguarding measures.

Signed: Shahzad Sadique ***Date: 31 - Jan - 2026***