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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to define our approach to safeguarding and protecting children, young and vulnerable persons who may be present during our work activities.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)). |

Procedural Requirements

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|  | Introduction |
|  | Balfour Beatty recognises that everyone regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm, abuse, discrimination or neglect. |
|  | Within this document the terms ‘children’ or ‘child’ refer to all children up to and including 16 years of age. A ‘young person’ is aged from 16-18 years. See the note in section 1.4 below regarding applicability to apprentices. |
|  | The Children-Young Persons procedure ([HSF-PR-0066](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7039)) must also be referred to when working with young people. |
|  | Potential interfaces with children and vulnerable persons include, but are not limited to: |
|  | * Children visiting the workplace |
|  | * Children on work experience/placement |
|  | * Employees and third parties working on behalf of the Company above school leaving age up to and including 18 years |
|  | * Work in the vicinity of schools, hospitals, residential homes or other private or public care and education establishments |
|  | * Work in or around private properties |
|  | * Work outside company premises |
|  | * Undertaking work in the community or for charity |
|  | This procedure would not apply to ‘apprentices’ who are employed by the company in a defined and prescribed training role and whose work programme and planning is closely controlled under separate HR and employment procedures and arrangements. |
|  | When working in the presence of children or vulnerable persons, all employees and third parties working on behalf of the Company must take all reasonable steps to provide a safe and considerate environment during the works. |
|  | Employees and third parties, working on behalf of the Company, need to be aware via the Safeguarding Code of Conduct ([HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316)), of vulnerable groups such as those with disabilities, children living away from home, asylum seekers, those vulnerable due to religion, ethnicity etc., and those who may be exposed to violent extremism. |
|  | All employees and third parties working on behalf of the Company have an extended duty of care, and it is important that we are alert to the possibility that an individual may be experiencing abuse or neglect, and that staff have a statutory duty to report any concerns to a responsible person. |
|  | Responsibilities |
|  | Line Managers / Supervisors have a responsibility to: |
|  | * Understand the Safeguarding procedure and the Company’s commitment to ensure all employees and third parties working on behalf of the Company are provided with support, appropriate supervision and information and instructions on the principles of safeguarding ([HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316)) |
|  | * Escalate issues to your Human Resources Business Partner which may have a Company-wide relevance or require a Company resolution |
|  | * Ensure effective arrangements are in place in order to share information and best practices and embed learning from incidents, as well as leading and defining improvement in safeguarding practice at a local level |
|  | * Ensure a risk-based approach to safeguarding employees and third parties working in public areas on behalf of the Company is undertaken, in order to identify and control foreseeable risks |
|  | * Where appropriate, inform and involve young people and carers in procedures, decisions, concerns and plans and provide support in putting forward their views |
|  | * Develop a position of trust with young people at work and maintain vigilance to recognise if things are troubling them |
|  | * Brief employees and third parties, who work on behalf of the Company near/with children or vulnerable persons , on the Safeguarding Code of Conduct ([HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316)) |
|  | All employees and third parties working on behalf of the Company are in a position of trust; in particular those who manage, supervise, instruct, support, guide or in any way interact with children or vulnerable persons who are present in the workplace. |
|  | Recruitment |
|  | Employees and third parties working on behalf of the Company must be recruited with adequate checks to ensure the safeguarding of young people and vulnerable persons, and others affected by our work. These checks include undertaking criminal disclosure checks. |
|  | Normally, the Company does not require staff to undertake extended Disclosure and Barring Service checks (DBS) as a basic check will usually suffice. Where Regulated Activities are undertaken in certain SBUs, or as a result of certain undertakings, HR will advise on the requirement or level of disclosure that is necessary. |
|  | Should employees be required to work in establishments where Regulated Activities are undertaken, the Client is responsible for the arrangements and management of the results of Disclosure and Barring Service checks for Balfour Beatty staff. |
|  | If the Recruiting Manager has safeguarding concerns about an individual’s suitability for the role this must be discussed with a Human Resources Business Partner. |

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|  | safeguarding behaviours |
|  | All employees and third parties working on behalf of the Company have a responsibility to achieve and maintain the standards set out in this procedure. The Safeguarding Code of Conduct ([HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316)) is essential in establishing a safeguarded environment while working on company or public premises and private dwellings or establishments, in order to ensure the safeguarding of children and vulnerable persons. |
|  | Any disclosures must be reported. The duty to take action to ensure the safeguarding of children and vulnerable persons overrides our duty in respect of confidentiality. This must be explained to person making the disclosure. |
|  | Company premises and Sites |
|  | Where children or vulnerable persons are attending Company premises or sites, the Site Lead must ensure that: |
|  | * Attendance is always planned in advance |
|  | * A risk assessment is undertaken and controls implemented prior to arrival. Those involved or affected (including the child, vulnerable person, educational authorities, parents, guardians or carers) must be briefed on the risk assessment and the controls required |
|  | * Children and vulnerable persons are supervised at all times |
|  | * Children and vulnerable persons comply with any procedures in place at the premises such as signing in and out, wearing personal protective equipment and a visitors badge etc |
|  | * Children and vulnerable persons are aware of and comply, under supervision, with fire, first aid and emergency procedures and safety rules |
|  | PUBLIC premises & private dwellings or establishments |
|  | Planned work on public premises and private dwellings or establishments, such as schools, hospitals or healthcare facilities, or within a person’s home, must be notified in advance to the residents of the properties either via written or verbal communication. The notice period must be adequate to allow the resident(s) reasonable time to make arrangements for a responsible adult to be present during the work. |
|  | When working in the vicinity of schools or hospitals [HSES-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6986) Site Establishment must be complied with. |
|  | The company must ensure that a responsible adult (known to the child or vulnerable person) is present during work activities. This is to avoid situations where any employee or third party working on behalf of the Company is alone with a child or vulnerable persons |
|  | All employees and third parties working on behalf of the Company must wear Company or Contract identification badges and present them whilst introducing themselves on arrival.  The identification badges must display a company contact telephone number to enable verification by the customer. |
|  | Employees and third parties working on behalf of the Company must be careful and considerate when carrying out work in a property where children or vulnerable persons are present. If difficulties are experienced in public premises or private dwelling or establishments, employees or third parties working on behalf of the Company must not attempt to deal with this directly. In all cases the assistance of a Line Manager or Supervisor must be requested. |
|  | It is important that employees and third parties working on behalf of the Company in public premises and private dwellings or establishments are aware of the possibility that an individual may be experiencing abuse or neglect and report any concerns in accordance with Section 10. |
|  | Safeguarding is the responsibility of every employee and no one should assume that suspected safeguarding issues will be reported by others. |
|  | Refer to the Safeguarding Code of Conduct ([HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316)) for guidance on how to recognise common signs of abuse. |
|  | If an employee or third party working on behalf of the Company has a reasonable cause to suspect a child or adult at risk is suffering or is at risk of abuse or neglect, they must ensure enquiries are made in order to decide what action (if any) should be taken and by whom. Enquiries should be made to your Human Resources Business Partner in the first instance. |
|  | Addressing the needs of those at risk as early as possible can be critical to their future. |
|  | Risks to employees and third parties working on behalf of the Company, working in the community |
|  | Employees and third parties working on behalf of the Company, working on public premises and private dwellings or establishments are potentially exposed to a risk of harm or abuse and these risks must be assessed at work planning stage. |
|  | There is no specific legal barrier to prevent employees and third parties working on behalf of the Company from working alone. As part of our duty of care we must assess the risks to lone workers (including any reasonably foreseeable risk of violence), and take steps to avoid or control risk where necessary. When considering whether an employee and third parties working on behalf of the Company should work alone, [HSF-PR-0040](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5183) Lone Working must be complied with. |
|  | While those working outside of Company premises may face higher risks, it is important that these risks are not over emphasised, creating an unnecessary fear amongst employees and third parties working on behalf of the Company that is disproportionate to the reality of the risks faced. It is therefore important that work to minimise the risks is based on fact. |
|  | The identification of risk relies on using all available information such as site survey information or local Crime Maps to ensure that future incidents can be minimised. This includes learning from previous incidents in the location. It is therefore essential that employees and third parties working on behalf of the Company are encouraged to report near misses, observations and minor incidents. Any relevant findings shall be included in the handover information / inductions paying regard to any sensitive or protected data. |
|  | Other risk factors include, but are not limited to: |
|  | * Working conditions, hazardous conditions such as dangerous steps, unhygienic or isolated conditions and poor lighting |
|  | * Employees and third parties working on behalf of the Company delivering unfavourable news regarding the services they are providing e.g. delays, isolating services etc |
|  | * The risk to employees and third parties working on behalf of the Company from users of alcohol or drugs |
|  | * Travelling between certain environmental settings |
|  | * Carrying equipment that makes them a target for theft or makes them less able to protect themselves |
|  | * The personal capability of those working on behalf of the Company, for example being inexperienced, pregnant or having a disability |
|  | Control measures must include the provision of information, training where applicable, instruction and advice, for example conflict resolution training. Where the safety of employees or third parties working on behalf of the Company is threatened then alternative arrangements must be made and practical physical measures must be put in place including: |
|  | * Avoiding lone working whenever it is reasonably practicable to do so. ([HSF-PR-0040](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5183)) |
|  | * Updating the risk assessment of the area / property |
|  | * Avoiding out of hours work |
|  | * Make available any appropriate technology such as security measures and/or tracking/assistance systems |
|  | * Utilising a buddy system |
|  | Employees and third parties working on behalf of the Company should plan appropriately and continuously self-risk-assess the situation they find themselves in, being aware of any changing circumstances and taking necessary action to minimise the possibility of an incident occurring. |
|  | Under no circumstances must an employee or third party working on behalf of the Company put themselves at risk. If a situation arises that they are unfamiliar with, or in which they feel unsafe, they should withdraw and seek further advice and assistance from their Supervisor or Line Manager ([HSES-TB-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14516) Dealing with Aggression). |
|  | Line Managers must ensure employees who suffer physical assault while working on behalf of the Company are offered post incident support. Advice on the support available can be provided from:  The Occupational Health Admin Team at [BBUKOccHealth@bbworksmart.com](mailto:BBUKOccHealth@bbworksmart.com)  **or**  CIC Confidential Care, who offer independent, free, and confidential advice. Employees may contact: [www.well-online.co.uk](http://www.well-online.co.uk)  **or**  by telephone 0800 085 1376. |
|  | After an incident the risk assessment must be revisited as soon as possible to introduce any additional control measures. |
|  | Ultimately, if the safety of employees or third parties working on behalf of the Company cannot be achieved, then the Site Lead must ensure our work activities are withdrawn from the location and the matter escalated. |
|  | managing safeguarding allegations |
|  | The identity of any person involved in safeguarding allegations must always be protected and reports must not disclose any personal details including the individual’s name(s). |
|  | Safeguarding allegations against an employee or third party working on behalf of the Company must initially be reported in accordance with the Incident Reporting and Investigation Procedure HSF-PR-0005, disclosing the allegation subject only. |
|  | Where Safeguarding allegations against an employee or third party working on behalf of the Company are made, the Human Resources department must be notified as to who will instigate an investigation. The names of those involved may only be disclosed to the Human Resources Business Partner or investigating officer investigating with the allegation. |
|  | If a crime has been committed the Company must liaise with the Police to allow follow up action to be taken. |
|  | Once a thorough investigation and appropriate action has been taken, lessons learned will be shared with line managers in accordance with [HSES-PR-0010](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8084) Communication and Consultation to ensure that appropriate remedial measures are implemented. |

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|  | information sharing |
|  | The [Data Protection Act 1998](http://www.legislation.gov.uk/ukpga/1998/29/contents) is not a barrier to sharing information, however records of what information has been shared, with whom and for what purpose must be kept in line with specific business unit reporting requirements ([HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639)). |
|  | Those reporting a concern under our Safeguarding procedure must be open and honest at the outset with the individual involved and where appropriate, educational authorities, parents, guardians or carers etc. about why, what, how and with whom information will or could be shared and seek their agreement unless it is unsafe to do so. |
|  | Reporters should share information with consent from those involved. If there is a potential risk to the wellbeing of the person involved or others, then information should be shared with or without consent. This will need to be based on the judgement of the reporter on the facts or information available in each case. |
|  | Reporters must consider the safety and wellbeing of the person and others who may be affected by their actions. |
|  | Information should be shared if it helps to protect children or vulnerable persons, or to prevent a crime and fears about sharing information must not stand in the way of the need to promote the welfare and protect the safety of children or vulnerable persons |
|  | Concerns must be shared with those involved or affected (including educational authorities, parents, guardians, carers). The sharing of information between responsible parties is essential for effective identification of harm, to providing early help where problems are emerging. |
|  | Incident response and support |
|  | If an employee or third parties working on behalf of the Company has a concern that an individual, including a child or adult at risk, is at risk of harm or abuse outside of company premises reports should be made to: |
|  | * The Local Council **or** |
|  | * NSPCC 0808 800 5000 **or** |
|  | * Employees and third parties working on behalf of the Company must call 999 if the individual is in immediate danger, or call the police on 101 if there is suspicion that a crime has been committed |
|  | All incidents/accidents must be reported as soon as possible in line with [HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) Incident Reporting and Investigations. |
|  | Any unethical, dishonest or unacceptable behaviour encountered within company premises should be reported to the Human Resources department. |
|  | For those that do not feel comfortable raising concerns or questions internally can contact Balfour Beatty Speak Up at [www.BalfourBeattySpeakUp.com](http://www.BalfourBeattySpeakUp.com)  The Speak Up hotline is a safe, independent and confidential service through which concerns can be reported. All reports will be treated seriously and will be investigated without bias and with absolute discretion: |
|  | * Speak Up Hotline: 0800 028 0822 |
|  | Evidence is not required when reporting concerns to Speak Up, just reasonable belief that the information is accurate, that concerns have been raised in good faith (not ulterior) purposes and be willing to discuss the facts as they are understood. |
|  | Record keeping |
|  | Records of any incidents and their outcomes will be held in accordance with the Incident Reporting and Investigation procedure [HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639). |
|  | Records (paper and electronic) relating to a reported incident must be kept secure to protect the identities of those involved, so that only the personnel directly involved in the investigation can access them. |
|  | It is important that personal information is kept safe and secure and that those involved maintain the privacy rights of the individual, whilst sharing information to deliver safer practices. |
|  | It is important that the business shares information appropriately. A Human Resources Business Partner and the Safeguarding Code of Conduct ([HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316)) can offer further advice on what information is appropriate to share. |
|  | Communications |
|  | Any safeguarding issue that may attract media interest should be shared with the regional communications team, who will share the issue with the HR Director/CEO. |

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| Abbreviations / Definitions | |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **ASSAULT** | At Common Law, an intentional act by one person that creates an apprehension in another of an imminent harmful or offensive contact. An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm. |
| **ABUSE** | Abuse is when someone in a position of power or authority takes advantage of a person’s trust and respect to involve them in unwanted activity. |
| **NEGLECT** | The persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of an individual’s health or development. |
| **DISCRIMINATION** | Discriminatory abuse exists when values, beliefs or culture result in misuse of power that denies opportunity to some groups or individuals and these results in harm. |
| **VULNERABLE PERSONS** | A ‘Vulnerable Person’ is defined as any person aged 18 years and over who is or may be in need of care and support |
| **CHILD** | Within this document the terms “children” or “child” refer to all children and young people up to and including 18 years of age.  The fact that a child has become sixteen years of age, is living independently or is in further education, undertaking work experience or is employed does not change their status or their protection under the [Children Act 1989](http://www.legislation.gov.uk/ukpga/1989/41/contents). |
| **YOUNG PERSON** | According to the Health and Safety Executive a young person is defined as anyone who is over the official minimum school leaving age of 16 and is under 18. |
| **REGULATED ACTIVITIES** | Is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List. |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

| INPUTS | | |
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| **Reference** | **Type** | **Title** |
|  | Legislation | [Children Act 1989](http://www.legislation.gov.uk/ukpga/1989/41/contents) & [2004](http://www.legislation.gov.uk/ukpga/2004/31/contents) |
|  | Legislation | [United Convention of the Rights of a Child 1991](https://www.gov.uk/government/publications/united-nations-convention-on-the-rights-of-the-child-uncrc-how-legislation-underpins-implementation-in-England) |
|  | Legislation | [Data Protection Act 1998](http://www.legislation.gov.uk/ukpga/1998/29/contents) |
|  | Legislation | [Sexual Offences Act 2003](http://www.legislation.gov.uk/ukpga/2003/42/contents) |
|  | Legislation | [Protection of Freedoms Act 2012](http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted) |
|  | Legislation | [Disclosure Scotland](http://www.disclosurescotland.co.uk/) |
|  | Legislation | [Disclosure and Barring Services](https://www.gov.uk/government/organisations/disclosure-and-barring-service) |
|  | Good Practice | [Directors of Adult Social Services (ADASS) Good Practice Document ‘Safeguarding Adults’ (2005)](https://www.adass.org.uk/adassmedia/stories/publications/guidance/safeguarding.pdf) |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [HSES-PR-0005](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8639) | Procedure | Incident Reporting and Investigation procedure |
| [HSES-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6986) | Procedure | Site Establishment |
| [HSF-PR-0066](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7039) | Procedure | Children-Young Persons |
| [HSF-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8316) | Reference Material | Safeguarding Code of Conduct |
| [HSF-PR-0040](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5183) | Procedure | Lone Working |
| [HSES-TB-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14516) | Toolbox Talk | Dealing with Aggression |