

Safeguarding Policy

Policy Statement

SB Construction (Design & Build) Limited is committed to protecting children, young people and adults at risk from abuse, neglect and exploitation arising from, or encountered during, its work. Everyone acting for the Company must treat people with dignity, maintain appropriate boundaries and report concerns promptly. No person will be disadvantaged for raising a genuine concern.

This policy sets out the arrangements the Company has adopted. Safeguarding arrangements complement our health and safety controls and the safeguarding procedures of the client or premises operator.

Scope And Definitions

This policy applies to Directors, employees, agency workers, subcontractors and others acting for the Company, including on occupied sites, in offices, during work experience and apprenticeships, and in work-related communications.

A child or young person is anyone under 18. For this policy, an adult at risk is an adult whose care or support needs, circumstances or vulnerability may make them less able to protect themselves from abuse or neglect. Statutory referral criteria must be considered with the relevant local safeguarding service.

Relevant concerns include physical, sexual, emotional or financial abuse; neglect; bullying or harassment; discriminatory abuse; domestic abuse; exploitation, modern slavery and trafficking; and harmful online contact. A concern may arise from something witnessed, a disclosure, an allegation or a pattern of behaviour. Proof is not required to report it.

Responsibilities

Role	Responsibility
Company Directors	Approve and resource the policy, ensure concerns are acted upon, and oversee implementation and review.
Office Manager	Act as Company Safeguarding Lead. Receive and securely record concerns, coordinate protective action and referrals, liaise with the client and relevant agencies, and monitor follow-up.
Commercial Director	Act as deputy when the Office Manager is unavailable, is involved in the concern or has a conflict of interest.
Project / Site Managers	Agree and implement site safeguards; brief workers; maintain current contact and escalation details; and act immediately on concerns.
All Personnel	Follow this policy and site rules, maintain professional conduct, and report concerns without delay. Subcontractors must ensure their workers understand the arrangements.

Project Planning And Site Controls

Before work starts where children or adults at risk may be present, the Project / Site Manager must agree proportionate safeguarding arrangements with the client or premises operator and record them in the project setup or Construction Phase Plan. These must cover:

- The client's safeguarding rules, named safeguarding contact and deputy, reporting routes, relevant local safeguarding services and emergency arrangements. Record working telephone numbers and out-of-hours routes in the induction and site contact list.
- Secure segregation, controlled access, identification, sign-in/out, deliveries, welfare arrangements and working hours. Avoid shared facilities or routes where practicable; agree and supervise unavoidable interfaces.
- Whether workers may have contact with occupants, whether escorts or supervision are required, and the checks and briefings needed for each role. Reassess if access, occupancy or work arrangements change.

The client retains its own safeguarding responsibilities. Our personnel must follow the agreed arrangements and escalate any gap that could expose a person to harm. Site management must stop or restrict the affected activity until safe arrangements are in place.

Recruitment And Background Checks

Verify identity, competence and suitability for the assigned work. Agree DBS requirements with the client using current role and setting-specific eligibility guidance. Standard or Enhanced DBS checks and barred-list checks must only be requested where legally eligible; a client request alone does not establish eligibility. Checks do not replace segregation, supervision or appropriate conduct.

Required checks must be confirmed before the relevant access or duties begin. If checks are outstanding or eligibility is uncertain, agree a lawful alternative such as changed duties or controlled access, or do not deploy the person. Record the check type, outcome and decision securely; do not circulate certificates or unrelated criminal-record information.

Professional Conduct

- Be respectful and identifiable. Keep contact with children or adults at risk limited to what is necessary for the work. Do not enter care, teaching or private areas without authorisation.
- Do not arrange unnecessary one-to-one contact or unsupervised access. Do not undertake personal care, private transport or childcare as part of construction duties. Act reasonably to protect life in an emergency and report what happened.
- Do not exchange personal contact details, make private social-media contact, give personal gifts, use sexualised or discriminatory language, bully, threaten or exploit anyone. Report boundary concerns even if no harm is apparent.
- Do not take or share photographs, video or recordings of occupants without the Company's and client's approved arrangements and any required permissions. Follow data protection and site photography rules.

Young Workers And Work Experience

Before placement, agree suitable duties, supervision, induction and welfare arrangements, informed by a young-person risk assessment. Provide a clear route to raise concerns away from the immediate

supervisor. Coordinate with the training provider and, where appropriate, parent or guardian; do not assume these replace the Company's responsibilities.

Assess supervisory roles and any DBS eligibility individually. Do not assume that supervising a 16- or 17-year-old employee automatically qualifies for an Enhanced DBS check. Report safeguarding concerns to the Company Lead and relevant training-provider contact promptly.

Responding To A Concern

- Immediate danger or urgent medical need: call 999 and take reasonable steps to protect the person without putting yourself or others at risk. Do not wait for management approval.
- Listen calmly. Take the person seriously, avoid leading questions and do not investigate or ask them to repeat their account unnecessarily. Do not promise secrecy; explain that information may need to be shared to keep people safe.
- Report immediately to the Office Manager, or Commercial Director as deputy. On a client site, also notify the client's safeguarding contact promptly unless doing so could put someone at risk or compromise safeguarding action; seek agency advice where necessary.
- Make a factual record as soon as possible: date, time, place, people involved, observations, the person's own words, action taken and who was informed. Separate fact from opinion and preserve relevant evidence securely.

Anyone may contact police or the relevant local children's or adult safeguarding service directly if necessary. If the Lead or deputy cannot be reached, or the response is inadequate, do not delay external escalation. A concern about the Office Manager goes to the Commercial Director; a concern about the deputy goes to the Office Manager. If both are implicated, contact an uninvolved Director or the appropriate external service directly.

Referral And Allegations

The Lead or deputy must assess urgency, arrange protective measures and make or coordinate timely referrals to the relevant local safeguarding service or police. For allegations concerning someone working with children in England, consult the Local Authority Designated Officer (LADO) promptly where applicable. Use the corresponding statutory arrangements in other UK nations.

Do not confront the person alleged to have caused harm, conduct a disciplinary interview or alert others where this could increase risk or prejudice enquiries. Seek agency advice and coordinate any employment action separately. Consider temporary changes to duties or access to manage risk without prejudging the allegation.

Take account of the adult's wishes and capacity and seek consent where appropriate. A refusal of consent does not automatically prevent necessary sharing to address serious risk, protect others or meet legal duties. Record the reasons for decisions and seek safeguarding advice where uncertain. Consider any statutory DBS referral duty if its legal conditions are met.

Confidentiality And Records

Share information only with those who need it for protection, referral or lawful action. Keep safeguarding records separately with restricted access controlled by the Lead or deputy. Record referrals, decisions and follow-up. Retain and dispose of records under an agreed, justified retention

schedule, considering safeguarding advice, legal requirements and any active investigation; do not set an arbitrary blanket period.

Briefing Monitoring And Review

Brief all personnel on the policy and site reporting route before relevant work. The Lead and deputy must receive training appropriate to their roles. Keep briefing and training records. Review project controls after changes or concerns, and review this policy at least annually and after significant incidents, changes in guidance or lessons learned. Issue approved revisions through the BMS and replace superseded website copies.

Approval



Signed	
Name	Scott Appleford
Position	Director
Date	21/10/2026
Next review	21/10/2027