

SAFEGUARDING POLICY

Corporate Policy Document

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Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Grants Electrical Solutions Ltd is committed to safeguarding and promoting the welfare of children, young people and adults at risk. The Company's work regularly takes place in occupied homes, schools, care settings and public buildings, and the Company recognises the responsibility that this access brings.
- 1.2 The Company operates a culture in which the welfare of vulnerable people always comes first, concerns are reported without delay, and safeguarding is everyone's responsibility.

2 SCOPE AND DEFINITIONS

- 2.1 This policy applies to all directors, employees, workers, consultants and sub-contractors of the Company ("staff") at every location where the Company works, including client premises, occupied homes and construction sites.
- 2.2 A child is a person under 18. An adult at risk is a person aged 18 or over who has needs for care and support and who is experiencing, or is at risk of, abuse or neglect and unable to protect themselves as a result of those needs. Abuse includes physical, emotional, sexual and financial abuse, neglect, discrimination and exploitation.

3 DESIGNATED SAFEGUARDING LEAD

- 3.1 The Managing Director, Shaye Grant, is the Designated Safeguarding Lead (DSL), responsible for receiving and acting on concerns, making referrals to the local authority and the police, record keeping, and safeguarding training. Contact: 01626 374 059, info@grantselectricalsolutions.co.uk.

4 SAFE WORKING PRACTICE

- 4.1 When working in occupied premises, staff shall:
 - (a) carry Company identification and present it on arrival;
 - (b) never work alone with a child, and avoid being alone with an adult at risk wherever practicable, requesting that a parent, carer or responsible adult remains present;
 - (c) never take photographs of any person, and photograph only the electrical installation as required for the works;
 - (d) never exchange personal contact details with, give gifts to, or make any arrangement to meet a child or adult at risk;
 - (e) use appropriate language and behaviour at all times and respect the privacy and dignity of occupants; and
 - (f) comply with the safeguarding procedures of any school, care or healthcare setting in which they work, including signing in, DBS and escort requirements.
- 4.2 Where a client setting requires DBS checks, the Company will ensure the relevant staff hold current checks at the required level before deployment.

5 RECOGNISING AND REPORTING CONCERNS

- 5.1 Any member of staff who sees or suspects abuse or neglect, receives a disclosure, or is concerned about the behaviour of any person towards a child or adult at risk, must report it to the DSL immediately and in any event the same day. If a person is in immediate danger, staff must call 999 first.
- 5.2 Staff must not investigate, must not promise confidentiality, must listen without leading questions if a disclosure is made, and must record what was seen or heard factually, in the person's own words, with date, time and location, as soon as possible.
- 5.3 The DSL will refer concerns to the relevant local authority safeguarding team and, where a crime may have been committed, the police, and will cooperate fully with any resulting enquiry. Concerns about the DSL are reported directly to the local authority. A confidential record of every concern, referral and outcome is retained securely.

6 RECRUITMENT AND TRAINING

- 6.1 Recruitment includes identity and right to work checks, references, and DBS checks where the role requires them. Safeguarding forms part of induction for all staff and is refreshed periodically.

7 NON-COMPLIANCE

- 7.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement and may lead to removal from site and termination of engagement.

8 REVIEW

- 8.1 This policy is reviewed at least annually by the Designated Safeguarding Lead and additionally following any incident, change in legislation, or change in the business, with changes recorded in the version history and reissued to all staff.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: The signature of Shaye Grant is written in a black, cursive script.

Shaye Grant, Managing Director Date: 22nd July 2026