PTSG
PREMIER TECHNICAL
SERVICES GROUP PLC
Niche Specialist Service Provider

Safeguarding Policy

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Premier Technical Services Group PLC and its constituent companies [PTSG] understand that safeguarding is about embedding practices throughout our organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that may arise.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

PTSG commits resources to providing DBS checks on our staff whose roles involve contact with children and /or vulnerable adults. Points of reference include:
www.homeoffice.gov.uk/dbs and www.fairplayforchildren.net/protect.htm
We also understand that our staff may not need to be checked where the site area of works is clearly defined and segregated from general access for health and safety reasons.

PTSG expect its staff to protect the professional integrity of themselves and our organisation, therefore the following professional boundaries must be adhered to:

- Use of abusive language
- Response to inappropriate behavior / language
- Degree of accessibility (e.g. not providing personal contact details)
- Cautious or avoidance of personal contact

Definition of a child
A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults
A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.
This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Checking Process

These are the basic steps for a DBS check:

- Acquire the application form from DBS
- Ask the candidate to fill in the application form.
- Send the application form to DBS including examples of positive identification including utility bills, driving licences, date of birth, NI numbers and passports
- The DBS will send to the certificate to the applicant, we will ask to see the certificate and keep a reference copy on file.

Arrival to site process

- Once on site, all must report to reception first.
- No attending engineer is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request and the original certificate issued by the DBS
- All attending engineers will be asked to sign the Visitors Record Book which is normally kept in reception making note of their name, organisation, who they are visiting and vehicle registration.
- All attending engineers will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Attending engineers should then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List

On departing the school, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside the arrival entry
- Return any identification badges to reception

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

[Signed for and on behalf of the company]

T Wilcock – Group Safety, Health and Environment Manager