

Safeguarding Policy

Globe Integrated Solutions Limited aims to ensure that any children, young people and vulnerable adults at risk are protected and kept safe from harm while they are around staff in our organisation. To achieve this, we will ensure our staff are carefully selected, screened, trained and supervised.

- All applicants to our organisation will complete Globe Integrated Solutions Limited application forms
- Short listed applicants will be asked to attend an interview
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- All applicants will be checked at Enhanced Level.

Although no member of staff will have “substantial access” to children, young people and vulnerable adults, staff will be asked to agree to an enhanced disclosure. The Disclosure will be requested prior to the applicant taking up the post, unless specified by the client. All staff will require re checking on a 3 yearly basis in accordance to Safeguarding Board regulations. We maintain a central record of DBS and Right to Work processes and will aim to have all the initial screening completed within the first 30 days of any contract.

- We check original DWP documents to confirm that NI numbers are valid.
- Staff must produce either a valid passport or full birth certificate to verify proof of identity and residence.
- Original passports of non-EU Nationals must be seen in order to ensure they have a valid entry visa or permit to work.
- References are taken up for all staff.
- In the case of full time staff these are written references or character statements and in the case of part time staff phone checks are made with their last employer and/or character reference.
- We are also able to undertake more detailed security checks if required.

The successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practicing skills needed for work. Specific training on safety procedures, customer care and responsibilities to children, young people and vulnerable adults will be given as a priority to all staff and will be regularly reviewed.

All staff will have a designated supervisor or a member of our management team who will provide regular feedback and support. Every member of management and staff will attend an annual review where their performance, skills, motivation and expectations will be discussed. Annual reviews will be documented and copies made available to the member of staff. Our other related policies and procedures, including anti-bullying are published in our staff handbook.

Management Role:

- Attending relevant meetings relating to the protection of children, young people and vulnerable adults.
- Maintenance and updating of relevant guidelines.
- Ensuring that the appropriate level of training is provided.
- Providing support to staff involved in working at your clinics.
- Ensuring that all standards relating to patient protection are met and maintained.

Investigation of Allegations:

- The line manager will immediately inform the Human Resources department
- All concerns must be documented.
- If, following a detailed investigation, disciplinary action is to be taken, it will be conducted in accordance with company procedure.
- Following an investigation, it may be necessary to report misconduct to a professional body.

Globe Integrated Solutions Limited wishes to ensure you that we maintain the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults. Responsibility for the monitoring arrangements for compliance and effectiveness, like our DBS Procedure, remains with the Managing Director.

In addition to our own checks we employ the services of an outside specialist company for Enhanced DBS checks. As part of our service, we keep our clients' management team informed with regular monthly updates on DBS processing.

Our Central Support Team will administer all staff vetting procedures. Although they have a great deal of experience in processing staff, they can also call upon the support of our local Immigration Team should they have any concerns.

Each disclosure will contain the date the disclosure was printed. Disclosures do not carry a pre-determined period of validity because a conviction or other matter could be recorded against the subject of a disclosure at any time after it is issued. However, we will re-check holders of relevant posts every three years. If as part of the re-checking process, a DBS disclosure is deemed unsatisfactory, a full investigation will be undertaken which may result in a member of staff being dismissed or re-deployed. Just because someone has a criminal record does not bar them from being employed. The Rehabilitation of Offenders Act will apply and each case is taken on its merits.

Globe Integrated Solutions Limited is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff to share this commitment. With many operatives working in "regulated" environments senior management believes that the best way to protect children, young people and vulnerable adults is through the adoption of nationally recommended safeguarding practices.

Signed.....
Harry Gibbins, Managing Director
Globe Integrated Solutions Limited