**SAFEGUARDING CHILDREN & ADULTS AT RISK POLICY**

**Safeguarding Children and Adults at Risk Procedures 2022**

All organizations that work with or who encounter contact with children or vulnerable adults (classed as over 16 years of age), in the course Marvellous Security work assignments, should have safeguarding policies and procedures to ensure that every child or adult, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, has a right to equal protection from harm.

**Safeguarding means:**

Protecting the health, wellbeing and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and reduce both the risks and experience of abuse or neglect.

**There are 7 rules of Safeguarding:**

Is it necessary, proportionate, relevant, adequate, accurate, timely and secure. Ensure all information that is shared is necessary for this purpose. It should be shared with only those individuals who need to have it, is accurate and up-to-date, and is shared in a timely manner and securely.

The 5 R's of Safeguarding when reacting:

- Recognize - the signs of abuse and neglect.

- Respond - appropriately to concerns of abuse and neglect.

- Report - concerns the appropriate authorities.

- Record - information accurately and appropriately.

- Review - safeguarding practices regularly to ensure they are effective.

A Marvellous Security, any employee who in the course of their work assignment has concerns that any child or adult may be at risk, will notify their supervisor or manager whereupon this will then be escalated to senior management. They will interview the 'alerted person' responsible for raising the concern and create a report chronicling the incident and timeline. Following a review, a decision will then be made to establish the next course of action.

An ongoing record will be maintained, and a report of the suspected concern will be made available for a client if the problem occurred on their premises, authorities, social services, and the police (where necessary).

**Approved**

Managing Director

**Mr Abdul Wahaab**

Marvellous Security Services Limited

This policy is reviewed on 15-05-2023