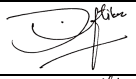
SAFEGUARDING POLICY

DISTRIBUTION

This safeguarding policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

Policy Statement

ZAM FM LTD recognises that protecting and safeguarding children, young people and vulnerable adults is a collective responsibility and is founded upon effective collaborative working between the company and customers to maximise the effectiveness of different roles and expertise.

Purpose

The company recognises that a written policy and specific procedures are required in order to
Enable that safeguarding children, young people and vulnerable adults is achieved with ZAM FM LTD
Comprehensive understanding, uniformity and absolute clarity in application where our staff come into contact with vulnerable groups.

SAFEGUARDING POLICY

Scope

Specific objectives within the scope of this policy include:

- Ensuring that a responsible person is nominated as a focal point for Safeguarding issues, being the Head of Operations.
- Ensuring that a Safeguarding Policy is in place, reviewed at least annually and that the Policy is appropriately updated in line with any changes to national legislation, business requirements or any national and local policy developments.
- Ensuring that all aspects of the Safeguarding Policy are considered during the recruitment process for members of staff and referenced in the selection process for subcontractors.
- Ensuring that where appropriate parents, tutors/teachers, children young people and vulnerable adults are informed in writing how to report concerns about a child, young person or vulnerable adults.
- Ensuring that all members of staff who are in contact with vulnerable groups have passed enhanced level CRB clearance checks.

Guiding Philosophy

It is the policy of the company to take into account national guidance and implement it as far as possible. The following national guidance will be of relevance.

- The Children Act (1989)
- The Children Act (2004)
- Every Child Matters
- Working together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children (HM Government 2006)
- Human Rights Act 1998
- Criminal Justice & Court Services Act 2000
- The Protection of Children Act 1999
- The Sexual Offences Act 2003
- What to Do If You're Worried A Child Is Being Abused (Department of Health, Home Office, Department for Education & Skills, the Lord Chancellor's Department, the Office of the Deputy Prime Minister & the Department for Culture, Media & Sport 2003)

It is not the role of the company staff or agents to make an assessment of whether children, young people or vulnerable adults have suffered harm. However, members of staff recognise their duty to report any concerns about harm in accordance with this policy.

SAFEGUARDING POLICY

The harm or possible harm of a child, young person or vulnerable adult may come to the attention of a member of staff in a number of ways.

It is the policy of the company to ensure that relevant members of staff are aware of these types of abuse and what to do should they become aware of them.

Allegations against Company Staff

It is the policy of the company to take extremely seriously any concerns about the behaviour or conduct of individuals working within or for the organisation.

Specifically, any member of staff who has concerns about the behaviour or conduct of another individual working within organisation is required to report the nature of the allegation or concern to the Head of Operations immediately.

In cases where there is an immediate risk to any child, young person or vulnerable adult, the Information will be passed to the appropriate authority or the Police, as soon as possible.

It is the policy of the company to ensure that all relevant members of staff are fully aware of the guidelines on self-protection when working with children, young people and vulnerable adults.

The aim of following the guidelines is to minimise the risk of vulnerable situations where false allegations can be made.

Recruitment

Without prejudice to the general recruitment procedures

All members of staff with access to children and young people or sensitive information relating to children will be required to undertake an enhanced CRB check.

Communication and Review:

This policy is communicated to all stakeholders including authorities and any member of public via published website, handbook and noticeboards and on request.

SAFEGUARDING POLICY

We undertake to continually review of this policy within the framework of our Integrated Management Systems in our Management Review meetings and on as and when required basis with the overarching aim of conducting our activities in a manner which does not affect the quality environment and health and safety of ZAM FM LTD.

Managing Director

Name: DANISH IFTIKHAR

Sign: 

Dated: 22/09/2023