



Merryhill Envirotec Ltd.

Safeguarding in Schools & Vulnerable Persons Policy

Our experience with clients on many asbestos removal projects in schools, public sector housing, prisons, hospitals and other environments has highlighted to us key steps that can play a major role in achieving effective safeguarding of children and vulnerable adults. Merryhill will undertake to act in the following manner where practicable to do so. Our approach to take is to view all workers undertaking construction activities in schools as visitors.

Schools

- 1 Complete segregation of site from the school wherever possible.
- 2 Merryhill's management team, including Site Supervisor to have Enhanced CRB disclosure.
- 3 All Merryhill workers, including subcontractors that will have access to the school, beyond site hoarding/boundary to have Enhanced CRB disclosure.
- 4 All workers to have minimum 'Children's Barred List' clearance, but ideally Enhanced Criminal Records Bureau (CRB) disclosure.
- 5 Merryhill Site Supervisor will manage list of workers that are on site and provide information to school on a daily basis or in conjunction with client requirements.
- 6 Everyone working beyond the site hoarding/boundary or visiting the school will fully comply with the school's procedures prior to accessing the school. This might include presenting photographic identification. Merryhill will ensure all staff carries photographic identification when working in schools.
- 7 Deliveries to site should only be to the segregated site compound and managed/supervised by the main contractor or Merryhill if there is no main contractor.
- 8 Mobile phones with a camera facility belonging to Merryhill workers should be left in the site cabin unless authorised by the Merryhill Site Supervisors.

Vulnerable Persons

- 1 Merryhill is committed to safeguarding vulnerable adults and protecting them from abuse when we are engaged in services organised and provided by, or on behalf of, a client organisation.
- 2 Merryhill will take any concern made by a councillor, employee, volunteer or contracted service provider, child or vulnerable adult seriously and sensitively.
- 3 Merryhill will not tolerate harassment of any councillor, employee, volunteer, contractor, child or vulnerable adult who raise concerns of abuse.

- 4 Merryhill will make sure our staff, subcontractors and visitors are aware of our Safeguarding Children and Vulnerable Adults Policy and Procedures.
- 5 Merryhill will make sure that our staff, subcontractors, and visitors can effectively report concerns about children, young people or vulnerable adults at risk;

General Code of Conduct

- a) Work safely and take responsibility for own actions and behaviour. Avoid any contact which would lead any reasonable person to question your motivation and intentions
- b) Avoid contact with children/vulnerable adults where at all possible
- c) NEVER give your personal contact details to children or young people, including your mobile phone number. Contact via social network sites is also unacceptable
- d) Work and be seen to work in an open and transparent way
- e) Never be in contact with children without supervision from a representative for the site undergoing works
- f) Stay within the agreed work area and access routes
- g) Obtain permission if you need to go outside the agreed work area or access routes from a representative for the site undergoing works
- h) Keep staff informed of where you are and what you are doing
- i) Do not use profane or inappropriate language
- j) Dress appropriately at all times in company uniform

This policy and set of procedures has been drafted by Andrew Dart, and will be posted at all school sites, and will be made available to any client or stakeholder who requests a copy.

Andrew Dart
Director

A handwritten signature in black ink that reads "Andy Dart." The signature is written in a cursive, slightly informal style.

01 September 2020
Next review 01 September 2021