



## **Staff/Client and Child Safeguarding Policy**

The safety of clients, staff and children is of paramount importance to Clean Force Limited. To this end Clean Force Limited adheres to the following policy:

- 1) All staff and employees will be fully informed regarding Clean Force Limited policies and procedures, particularly with regard to the safeguarding of children and will actively ensure these are followed at all times during their working time on site.
- 2) Clean Force Limited ensures that all necessary staff and employees have a current valid Enhanced Criminal Records Bureau/DBS check and a copy of such will be forwarded to the client on request.
- 3) All staff and employees will be fully informed regarding Clean Force Limited policies and procedures, particularly with regard to health and safety and will actively ensure these are followed at all times during their working time on site.
- 4) All staff and employees of Clean Force Limited will ensure all work carried out will not give any cause to injure or affect any child or staff member who may be on site during their working time.
- 5) All staff and employees will be contactable at all times via a mobile phone to ensure any problems can and will be immediately reported to their line manager.
- 6) Staff and employees must follow each site's rules regarding signing in and out procedures, and keep a record of their own.
- 7) Clean Force Limited will use the areas provided by the client to store cleaning materials and equipment as safely as possible to ensure that they are safe from misuse.
- 8) It is the responsibility of each member of staff and employee to take reasonable care for their own health and safety and that of others, child or adult, who may be affected by their acts or omissions.

- 9) It is expected that all staff and employees clearly report and record any incidents that may occur during their working day which may cause any concerns e.g.
- 1) Broken equipment or items needing repair.
  - 2) Damage caused to clients' property, e.g. broken window.
  - 3) Comments or complaints regarding working practices.
- 10) It is expected that all staff and employees clearly report and record in the accident book any accidents that may occur during their working time on site, where any injury is incurred, however minor.
- 11) Clean Force Limited staff and employees will actively ensure that they, the client and the children are never put in any compromising position by ensuring that they are never alone with any child during their working time on site.
- 12) Should any member of Clean Force Limited staff see any action by anyone they encounter while at the school that seems to be inappropriate and possibly dangerous for any child at the school they will immediately report it to the supervisor who will inform the management. This will then be forwarded to our school's contact for any necessary action.

**Signed- Gary Jacques**

**Position-Managing Director**

**Date-January 2023**