

SAFEGUARDING & CHILD PROTECTION POLICY

Policy Statement: The McSence Group believes that we all have the right good health and wellbeing where safeguarding is the responsibility of the group to ensure that their employees do no harm to children, young people, or vulnerable adults and that they do not expose them to the risk of discrimination, neglect, harm, and abuse. And that any concerns the group has about the safety of vulnerable people within the communities in which they operate, are dealt with, and reported to the appropriate authorities. The McSence Group also has responsibility for protecting its employees and volunteers when they are vulnerable, for example, when ill or at risk of harm or abuse.

Child protection is a central part of but not separate to safeguarding. It is the process of protecting individual children identified as either suffering or at risk of significant harm as a result of abuse or programme of work. It also includes measures and structures designed to prevent and respond to abuse.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Purpose: In order to ensure that we fulfil our safeguarding and well-being responsibilities, we will:

- ✚ Practice safe recruitment, selection and vetting procedures that include checks into the eligibility and suitability of appropriate staff
- ✚ Ensure the protection of individuals or groups from radicalisation from terrorist or extremist groups
- ✚ Ensure that all employees have been risk assessed for safety and suitability
- ✚ Work in partnership with other local authorities, housing association agencies in promoting a safe learning environment

Responsibilities: There are specific legal requirements relating to the welfare and protection of vulnerable people, where McSence Group is strongly committed to safeguarding all young people, adults, and employees against harm, abuse, and bullying/harassment beyond legal compliance. We will therefore actively promote the well-being of all and ensure that this is central to our planning, decision-making and day-to-day practice. It is the responsibility of all line managers and those responsible for sub-contracted provision to ensure that the staff within their teams, partners or person who represent or undertake activities on behalf of McSence Group, by having contact with employee are provided with, understand, and comply with this policy and all supporting procedures or instructions.

All individuals working with McSence Group will:

- ✚ Adhere to the Safeguarding Policy
- ✚ Strive to promote a zero-tolerance approach to discrimination, sexual harassment, and abuse in all working environments
- ✚ Strive to develop relationships with all stakeholders which are based on equality, trust, respect, and honesty
- ✚ Place the safety and welfare of children and vulnerable people above all other considerations
- ✚ Report any concerns they may have about the welfare of a child or vulnerable person
- ✚ Report any concerns they may have about the behaviour

- ✚ in relation to safeguarding in a one-to-one situation with a child or young person, where privacy and confidentiality are important, try to make sure that another adult knows the contact is taking place and why. If possible, ensure another adult is in sight and that the child or young person knows another adult is around

All individuals working with McSence Group will NOT:

- ✚ Sexually harass, assault, or abuse another person
- ✚ Physically harass, assault, or abuse another person
- ✚ Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade
- ✚ Condone, or participate in behaviour, which is abusive, discriminatory, illegal, or unsafe
- ✚ Develop, encourage, or fail to act of relationships with children or other vulnerable people which could in any way be deemed sexual, exploitative, or abusive
- ✚ Act in ways that may be violent, inappropriate, or sexually provocative
- ✚ Agree with a child to keep a secret which has implications for their safety or the safety of other young people.

Procedures: McSence Group will seek to safeguard all employees by valuing them, listening to them, and respecting and taking appropriate action where required where we have the following in place:

- ✚ Safe recruitment where we apply a fair and consistent approach to recruitment to draw our workforce from the widest pool and select the best people on merit. As an organisation committed to safeguarding adults and children at risk, we have robust recruitment policies to minimise the risk of engaging anyone, as a staff member or volunteer, who may pose a risk to vulnerable individuals
- ✚ Recruitment safely and our selection policy sets out our approach to recruitment and selection, including our commitment to safeguarding adults & children through our comprehensive employment checking procedures
- ✚ Dignity at Work Policy outlines the group's commitment to creating and fostering a culture that promotes respect for each other and values individual differences where is no place for any form of harassment, victimisation, or bullying
- ✚ Competent and confident workforce where we provide mandatory safeguarding induction and refresher training and role-specific training. This includes the training and the developing of our workforce within professional regulatory requirements. We ensure that our frontline and specialist staff have the skills they require, and we support everyone to trust their judgement and act on safeguarding concerns
- ✚ Managing risk is central to how we safeguard children and vulnerable adults where we work within a multi-agency approach, we escalate our concerns as necessary to be satisfied that the child or vulnerable adult has been protected

Raising a Concern: If you have a concern or a suspicion about the conduct of any company or individual, whether a customer, competitor, or member of the Group, you should speak up immediately. Please do not ignore it. Identifying an issue and there are options available for reporting concerns, as follows:

- ✚ Raising the issue directly with line management they are then required to report the matter to senior management team immediately
- ✚ If you wish to report it anonymously, you can use the Whistleblowing Policy on, but you should be aware that remaining anonymous may make it more difficult to fully investigate matters without the ability to clarify details with you. Thus, we would recommend that, wherever possible, concerns are raised directly with your immediate line Manager or if they are the subject of your concerns, then the senior management team

Investigating Reported Concerns: Once concerns of this nature have been reported, they are considered, escalated, and fully investigated. Once concerns of this nature have been reported, the person who initially receives the information is also responsible for immediately informing the Senior Management Team.

Consequences: The McSence Group takes safeguarding & child protection very seriously. If an investigation identifies sufficient evidence indicating wrongdoing by anyone working for McSence, a supplier or subcontractor, the matter will be escalated for further appropriate action to be taken and where criminal activity is involved, the matter will be reported to the police.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

T: 0131 454 1500 | E: mail@mcsence.co.uk | W: www.mcsence.co.uk | FB: www.facebook.com/McSenceGroup

***Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY