



Qubit

# SAFEGUARDING POLICY

QUBIT INTERIOR SOLUTIONS LIMITED  
PIER HOUSE, THAMES ROAD, DARTFORD, DA1 4SL



# SAFEGUARDING POLICY

Company: Qubit Interior Solutions Limited (Qubit Group)

Location: Pier House, Thames Road, Crayford, DA1 4SL

Prepared By: Kyle McGimpsey

Position: Managing Director

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## 1. Policy Statement

We are fully committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults in all activities delivered under government contract arrangements.

We recognise our statutory and moral duty to ensure that all individuals are protected from harm, abuse, neglect, exploitation, and unsafe practices.

We operate a zero-tolerance approach to abuse or misconduct and ensure that safeguarding is embedded in all service delivery.

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## 2. Scope of Policy

This policy applies to:

- All employees (permanent, temporary, and freelancer/agency)
- Volunteers and contractors
- Subcontractors and partner organisations
- Anyone acting on behalf of the Company in delivery of services for a service dealing with safeguarding and promoting the welfare of children, young people, and vulnerable adults

It applies to all activities involving:

- Children (under 18 years)
  - Vulnerable adults (as defined by relevant safeguarding legislation and Care Act principles)
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### 3. Legal and Regulatory Framework

This policy is aligned with UK safeguarding legislation and guidance, including:

- Children Act 1989 & 2004
  - Care Act 2014
  - Working Together to Safeguard Children (latest statutory guidance)
  - Mental Capacity Act 2005
  - Safeguarding Vulnerable Groups Act 2006
  - Disclosure and Barring Service (DBS) Code of Practice
  - Prevent Duty (Counter-Terrorism and Security Act 2015, where applicable)
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### 4. Safeguarding Principles

- We commit to the following principles:
  - The welfare of the child or vulnerable adult is paramount
  - All individuals have the right to protection from harm and abuse
  - Safeguarding is everyone's responsibility
  - Concerns must always be reported and acted upon
  - We will work in partnership with statutory agencies where needed (e.g. social services, police)
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### 5. Safer Recruitment and DBS Checks

We operate robust safer recruitment procedures to prevent unsuitable individuals from working with service contracts that involve vulnerable groups.

#### 5.1 Enhanced DBS Checks

All staff and relevant volunteers undergo Enhanced DBS checks before commencing duties with a contract involving children and vulnerable adults.

Where roles involve regulated activity, our checks include:

Children's barred list check

Adults' barred list check (where applicable)

#### 5.2 Ongoing Suitability

DBS checks are typically renewed every 3 years or sooner where required by the contract.



Staff must declare any criminal convictions, cautions, or relevant changes in circumstance immediately to their reporting line manager or HR.

### 5.3 Recruitment Controls

As part of our safer recruitment procedures, for staff working on contracts involving children, young people, and vulnerable adults, we will obtain and carry out the following:

Identity verification, including photo ID checks

Right to work in the UK checks

Verification of employment history, covering a minimum of 2–5 years where possible

Obtaining two professional references

Structured interviews incorporating safeguarding-focused questions for relevant roles

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## 6. Designated Safeguarding Lead (DSL)

The Managing Director and/or HR will act as a Designated Safeguarding Lead (DSL).

Their responsibilities include:

- Managing safeguarding concerns and referrals
  - Liaising with local authorities, police, and safeguarding boards, where necessary
  - Maintaining safeguarding records securely
  - Providing advice and guidance to staff
  - Ensuring training compliance
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## 7. Training and Awareness

All staff working on contracts involving children, young people, or vulnerable adults must complete mandatory safeguarding training appropriate to their role before undertaking unsupervised duties.

Training includes:

- Recognising signs of abuse, neglect, and exploitation
- Responding appropriately to disclosures
- Maintaining professional boundaries
- Understanding safeguarding reporting procedures
- Prevent awareness, where applicable



Additional training may be provided based on service requirements and risk.

Safeguarding training is refreshed every 12–24 months, or sooner where required by legislation, contract requirements, or organisational need. Training records are maintained and monitored to ensure compliance.

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## 8. Recognising Abuse and Neglect

Staff will receive appropriate training to help them recognise potential indicators of abuse or neglect, including but not limited to:

- Unexplained injuries or frequent accidents
- Sudden changes in behaviour or mood
- Withdrawal, fear, anxiety, or distress
- Poor personal hygiene or unmet basic needs
- Signs of financial, emotional, or psychological exploitation
- Direct or indirect disclosures of abuse or neglect

All concerns will be taken seriously and responded to in line with safeguarding procedures and reporting requirements.

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## 9. Reporting Safeguarding Concerns

All staff must act immediately if they suspect harm and report to Managing Director and/or HR.

### 9.1 Immediate Risk

If a child or vulnerable adult is at immediate risk:

- Call emergency services (999) without delay

### 9.2 Internal Reporting

- Report concerns immediately to the DSL
- If DSL is unavailable, report to senior manager

### 9.3 Documentation

All concerns must be:

- Recorded factually and promptly



- Stored securely in line with GDPR
- Include date, time, nature of concern, and actions taken

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## 10. Confidentiality and Information Sharing

- All safeguarding concerns will be handled sensitively and confidentially, while recognising that effective safeguarding requires appropriate information sharing.
- Information will only be shared on a need-to-know basis and with relevant professionals where necessary.
- We comply with the requirements of the UK GDPR and Data Protection Act 2018; however, confidentiality will not prevent the sharing of information where there are concerns about the safety or welfare of an individual.
- Information may be shared with appropriate agencies and professionals, including:
  - Local authority safeguarding teams
  - Police services
  - Healthcare professionals
  - Regulatory or commissioning bodies where required by law or safeguarding procedures

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## 11. Professional Conduct and Code of Behaviour

All staff must:

- Maintain professional boundaries at all times in line with Employee Handbook
- Avoid being alone with service users where not appropriate
- Use approved communication channels only
- Never engage in inappropriate physical, emotional, or digital contact
- Avoid favouritism or discriminatory behaviour
- Follow lone-working procedures where applicable

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## 12. Whistleblowing

We actively encourage staff to report unsafe practice.

- Concerns can be raised internally to management or DSL



- If necessary, concerns may be escalated externally to regulators or safeguarding authorities
  - Staff will be protected from victimisation when raising genuine concerns
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### 13. Risk Management

We maintain:

- Individual risk assessments for service users where appropriate
  - Environmental risk assessments for service delivery locations
  - Safeguarding risk logs and incident tracking systems
  - Regular audits and compliance checks
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### 14. Partnership Working

We work collaboratively with:

- Local Authority Children's Services
  - Adult Social Care teams
  - Police safeguarding units
  - Health professionals
  - Government contract managers
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### 15. Allegations Against Staff

Any allegation against staff will be:

- Immediately referred to the DSL
  - Reported to the Local Authority Designated Officer (LADO) for children's cases where applicable
  - Managed in line with statutory guidance
  - Subject to suspension or restricted duties where necessary
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### 16. Record Keeping and Data Protection

- We ensure:
- Secure storage of safeguarding records (electronic and/or physical)
- Restricted access to authorised personnel only



- Retention in line with legal and contractual requirements
- Compliance with UK GDPR and Data Protection Act 2018

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## 17. Policy Review

This policy is reviewed:

- Annually at minimum
- After any serious safeguarding incident
- When legislation or government contract requirements change

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## 18. Roles and responsibilities

All staff, volunteers, and managers share responsibility for promoting the safety and wellbeing of individuals using our services. Staff are expected to remain vigilant, follow safeguarding procedures, report concerns promptly, and participate in safeguarding training. Management is responsible for ensuring safeguarding policies are implemented effectively, concerns are responded to appropriately, and referrals are made to relevant agencies where necessary.

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## 19. Monitoring and review

We carry out regular reviews of this policy to monitor it's effectiveness.

Reviewed / Approved By:

Name: Kyle McGimpsey

Position: Managing Director

Signature: 

Date: 13/05/2026