

Version Number:	1.1	<b>UTAX (UK) Ltd Policy Safeguarding</b>	Owner:	Lucy Brown
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# UTAX (UK) Ltd Safeguarding

## Policy Statement

UTAX (UK) Ltd acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

## Policy

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults are protected from abuse

We accept the responsibility to take reasonable and appropriate steps to ensure the welfare of children and vulnerable adults, and as such we will:

- promote and prioritise the safety and wellbeing of the children and vulnerable adults with whom our staff may interact with during their duties
- value, listen to and respect everyone
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures, and code of conduct for staff
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults
- provide effective management for staff through supervision, support, training, and quality assurance measures so that all staff know about our policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- record and store information securely, in line with data protection legislation and guidance [more information about this is available from the [Information Commissioner's Office](#)]
- prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and safely, ensuring all necessary checks are made
- appoint a nominated safeguarding lead for children and vulnerable adults
- develop and implement an effective online safety policy and related procedures

The policy and procedures will be widely promoted and are mandatory for everyone employed at UTAX. Failure to comply with the policy and procedures will be addressed without delay and may result in disciplinary action in line with our disciplinary procedures, which may ultimately result in dismissal from the company.

## Monitoring

This policy will be reviewed regularly to ensure accuracy and effectiveness.

## Contact details

Our Safeguarding/Welfare Officer

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