**1. Purpose**

This policy sets out NWF Facilities Ltd’s commitment to safeguarding and promoting the welfare of children and young people who may come into contact with our staff or services.

**2. Scope**

This policy applies to all employees, contractors, agency workers, and any other individuals working on behalf of NWF Facilities Ltd in roles or settings where they may encounter children.

**3. Policy Statement**

NWF Facilities Ltd believes that every child, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation, has a right to protection from harm. We take all necessary steps to ensure children are kept safe and that our staff are trained and supported in fulfilling their safeguarding responsibilities.

**4. Responsibilities**

* **Directors:** Ensure robust procedures are in place and policy is reviewed regularly.
* **Managers:** Implement policy procedures, provide safeguarding training, and escalate concerns.
* **All Staff:** Understand the policy, undertake training, and report any safeguarding concerns immediately.

**5. Key Commitments**

* Promote a safe and secure environment for all children and young people.
* Prevent abuse and respond quickly to any concerns.
* Maintain appropriate boundaries and professional conduct.
* Ensure DBS (Disclosure and Barring Service) checks are carried out where required.
* Work in partnership with clients, authorities, and safeguarding boards where needed.
* Treat all concerns seriously and confidentially, in line with safeguarding law.

**6. Recognising Abuse**

Staff should be alert to the four main categories of abuse:

* Physical Abuse
* Emotional Abuse
* Sexual Abuse
* Neglect

All concerns should be reported to the **Designated Safeguarding Officer** immediately.

**7. Reporting Procedures**

If a member of staff suspects abuse or a child makes a disclosure:

* Report immediately to the **Designated Safeguarding Officer (relevant manager)**
* Record the concern in writing with time, date, and facts
* Maintain confidentiality – only inform those who need to know
* Cooperate with any statutory investigations

**8. Legal Framework**

This policy is based on the following legislation and guidance:

* Children Act 1989 & 2004
* Working Together to Safeguard Children (2018)
* Keeping Children Safe in Education (if working in schools)
* Human Rights Act 1998
* Safeguarding Vulnerable Groups Act 2006
* Data Protection Act 2018 (GDPR)

**9. Training & Awareness**

All staff will:

* Receive safeguarding awareness training
* Be briefed on the policy during induction
* Have access to regular refresher training

**10. Review and Monitoring**

This policy will be reviewed annually or following any significant safeguarding incident or changes to legislation.

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date:** 01.02.2025