# Safeguarding Policy.

Pave Aways Limited,
Avenue Mill,
Knockin,
Oswestry,
SY10 8HQ
01691 682111

## Introduction

Pave aways consistently work in various projects from health care to education and this makes up for the bulk of our work at the present time of writing. Acting with integrity and in line with our company values we are committed ensuring that all vulnerable members of our society, be it adults, young people or children coming into contact with our employees, workers, subcontractors or exposed to our construction activities are protected, treated with respect, and kept safe.

We provide a safe and secure working environment for all individuals involved in our construction projects and are dedicated to safeguarding the welfare of our employees, contractors, clients, and the communities in which we operate. The policy covers expected behaviours in areas around our contracted area of possession and will be followed at all times during work time, for example, on approach to site, parking off site and including breaktimes when potentially temporarily leaving site.

This policy outlines our commitment to safeguarding and the procedures we have in place to achieve this.

Pave ways Ltd adheres to all relevant UK legislation and regulations, including but not limited to the Health and Safety at Work act 1974, the Construction (Design and Management) regulations 2015, and Equality Act 2010. Our audited legal register ensures that we keep up to date with any changes in legislation.

At the same time however, we also work equally hard to protect our staff from the risk of unfounded allegation.

## Our policy has been developed on the following Principles:

1. That the wellbeing and safety of each member of our society is paramount.
2. That all persons regardless of disability, gender, racial or ethnic origin, religious belief and sexual orientation have the right to be protected from harm.
3. That it is everyone's responsibility to report all suspicions and concerns, and that all allegations of any type of abuse or improper behaviour will be thoroughly investigated and dealt with in a swift and appropriately manner.
4. That all alleged poor practice incidents, misconduct, and abuse will be taken seriously by Pave Aways and will again be responded to swiftly and appropriately.
5. That all personal data will be processed in accordance with the requirements of current legislation and relevant GDPR.

## Roles and responsibilities

1. Directors: Responsible for setting the overall safeguarding strategy, providing necessary resources, and ensuring compliance with regulations.
2. Senior Management: Overseas the implementation of the safeguarding policy and the allocation of resources to support it.
3. Contract Managers: Responsible for ensuring that safeguarding procedures are followed within their teams, including risk assessments, safety training, and incident reporting.

4. Site Managers: Ensuring that the agreed site-specific risk assessments and safeguarding plans are adhered to, and all information is filtered down to all site members. Liaise with any on site representatives as requested.
5. Employees and Contractors: All individuals working on behalf of Pave Aways Ltd are responsible for adhering to safeguarding policies, reporting concerns, and participating in safety training when given, this will depend on site specifics, but the minimum expected will be the above code of conduct and anything highlighted in the induction.

**To enforce our policy Pave Aways will:**

1. Make sure that all its employees understand their legal and moral obligations to protect all vulnerable people from harm, abuse, and exploitation.
2. Promote an ethos of safeguarding for all.
3. Make sure all its employees understand the process for raising concerns regarding safeguarding issues.
4. Make sure all its employees understand the process for reporting of allegations.
5. Ensure that any whistleblowing is addressed in a confidential manner.
6. Specifically ensure that all site-based employees, workers and subcontractors are aware of current Pave Aways site rules and behaviours. Which will include any site-specific requirements from the client.

**Policy review**

This policy and its procedures shall be reviewed at least annually to monitor effectiveness, efficiency, and to ensure accordance with any changes in legislation. To update guidance on the protection of children and vulnerable adults and to recognise any changes to key staff within Pave Aways which may affect roles and responsibilities.

Furthermore, it will be reviewed following any lessons learnt, or concerns, issues that have been raised about our procedures and processes regarding the protection of children or vulnerable adults or any other parties which maybe effected.

**Pave Aways Ltd Safeguarding Construction Site Code of Practice**

**Safeguarding training will be provided to all Site Management Staff where appropriate and deliverable by the client safeguarding officer.**

The Construction Phase Health & Safety Plan will be developed to avoid contact with vulnerable members as much as is practicably possible, it will ensure that all site staff are fully briefed and aware of the safeguarding code of practice and any site-specific expectations. Expectations of Pave Aways staff may differ depending on the environment in which we are working at the time.

Pave Aways Ltd will conduct regular risk assessments for each construction project, identify potential risk to individuals' safety and well-being. These assessments will inform the development of project specific safeguarding plans considering

requirements of the client or external stakeholders emergency response plans or other reporting procedures. These assessments will be reviewed throughout the project and can be made available to the client for approval.

All Pave Aways employees, site staff and sub-contractors will sub-scribe to the following code of practice. The following is to work alongside our general rules and behaviours which are also covered in the site-specific induction and displayed on site. Training will be given to any staff if and when required.

Site Staff will:

1. Treat all vulnerable members of our society equally, with respect and dignity.

2. Ensure the welfare of vulnerable stakeholders are put first.

3. Stay within the confines of the agreed site, work area, access, and egress areas. Do not stray from this area unless specifically agreed, for example, to work in an area of a school that is not within our site.

4. Maintain records within the site office of all employees/sub-contractors names working on site each day.

5. Caution the use of electronic devices to reduce the risk of transfer of information, images or contact details. This includes the use of mobile phones, which may or may not be allowed in certain areas. Some mobile phone use may require prior permission, for example, taking photos for reports in an otherwise prohibited area.

6. Control the use of CCTV and photography with records being only stored and shared appropriately.

7. Staff will avoid engaging in communication with all vulnerable members and follow the principle of - “be polite but do not enter into conversation”.

8. Staff will be fully instructed on tolerance levels regarding inappropriate language, dress code (must be branded uniform), smoking, or general behaviour.

9. Staff will be fully briefed on the procedure for reporting any matters out of the ordinary or of concern and will report anything suspicious to the site manager or other senior member of staff. Staff will be encouraged to report all questionable behaviour, whether this involves a member of Pave Aways staff, subcontractor operative or a member of public or any other person. Written records of anything reported will also be kept.

**Practice at sensitive premises / locations operating with vulnerable persons:**

10. PAL management team expects to manage the process of checks with the disclosure barring services (DBS). This will be carried out routinely but will be specifically required for following.

- Staff members visiting or supervising work activities within sensitive site premises/locations. Especially if working alone when snagging post construction phase, for example.

- Specialist contractors' supervisors conducting or supervising works within sensitive site premises /locations.

Details demonstrating names and check number references can be made available to the client or operators of premises/ location if requested.

If any contractor needing to access a sensitive area outside of Pave Aways control, such as a school or hospital, is not DBS checked. This person will be chaperoned by a member of the Pave Aways team who has been DBS checked.

11. Prior to works commencing in or adjacent to sensitive premises /locations, Contracts Managers and Site Management team will familiarise themselves with the operational procedures and requirements in such places and will co-operate with all stakeholders to achieve a robust and transparent procedure to ensure that the required code of practice meets with expectations. Any additions from the client will be taken on board.

12. Pave Aways engages with visitors, occasional and short duration contractors to complete works within the defined and segregated site areas that are in our direct control. Management and supervision of these persons will take full account of the necessary caution required and will inform them of the requirements of this code and to restrict their activities to avoid lone or unsupervised activity outside of the segregated construction site area. If access is required with such persons into sensitive locations, then this must be compliant with the premises signing in and out procedures of that location.

13. In normal circumstance any concerns or allegations should be reported immediately to the Site Manager in a strictly confidential environment or should the need arise to the Contracts Manager. Pave Aways will review the incident and in the instance of any raised concerns, reporting or whistleblowing shall notify the relevant authority.

Furthermore, in accordance with the company policy, a duty of care exists regarding the conduct of fellow workers, visitors, or suppliers – it is not acceptable to walk away, and we require all our sites where relevant to promote, maintain and communicate this code to all!

Noncompliance with this policy may result in disciplinary action.

**Policy concerning minors working on behalf of the company.**

Pave Aways often employees' staff under the age of eighteen such as apprentices, and also accepts those on work experience via school or college:

1. Those under 18 will always be supervised and chaperoned. All mentors and supervisors will be DBS checked and no young person will be left alone with someone who is not DBS checked. This includes travelling to and from sites.
2. All under 18 are subject to a separate Young Person's Risk Assessment and must understand the limitations within.
3. If those under 18 are absent from work or where abouts are unknown during contracted hours, we shall actively seek their where abouts putting their wellbeing first. For example, not showing up for work without reason.
4. Information regarding minors shall only be shared with the relevant school or college and their parent or legal guardian. Any other information needed to be shared with external stakeholders such as for training providers. Will be done in accordance with GDPR.

Signed by Steven Owen, Managing Director



Dated; 12/08/26
Review date: 12/08/27