

# SAFEGUARDING POLICY & CODE OF CONDUCT

# HAWKER

The protection and safety of children and adults at risk is everyone's responsibility. All staff at Hawker Construction must recognise this and report any concerns for the wellbeing of children or adults at risk in accordance with Local Safeguarding Procedures.

Hawker Construction recognises its responsibilities to safeguard and promote the welfare of those at risk of abuse and this is at the heart of our Guiding Framework.

This requires us to:

- Listen to, value, encourage and support those we work with
- Provide clear procedures for identifying and dealing with concerns about possible abuse, and ensure local authority Safeguarding reporting procedures are followed
- Provide effective management for staff, through supervision, support and training
- Develop and maintain effective information sharing with statutory services and other agencies as appropriate
- Observe and report any suspicious activity that could be linked to threats of terror, radicalisation or other safeguarding concerns

Safeguarding is embedded within all Hawker Construction services to enable staff and those delivering services on our behalf to support people's right to live a life free from abuse, exploitation and intimidation.

We will take an intelligent approach to ensuring that our people and contractors have the knowledge and confidence to act and report on any safeguarding concerns.

Our employees and supply chain will work together with clients to ensure safeguarding issues are reported and acted upon appropriately.

We are committed to implementing systems and processes to ensure that positive action is taken where individuals at risk of harm or abuse are identified.

We believe that abuse of children or adults at risk violates fundamental human rights and we are committed to play our part in ensuring that this does not take place within our communities in which we work.


In adhering to this policy, in particular we will:

- Include, as part of our contracting processes, obligations to ensure data sharing and safeguarding compliance is in accordance with UK legislation.
- Encourage openness and provide support to anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to supporting anyone who reports an issue ensuring that they do not suffer any detrimental treatment as a result of reporting their suspicion.

Parts of our business are actively working and interacting with the public on a daily basis. During these interactions we may encounter individuals with extreme or radical views. If in the unlikely event these views manifest themselves with evidence of potential acts that could endanger life we will notify the relevant authorities in order to minimise any threat to our workforce and the general public.

This policy applies to all of our employees and those working with us or on our behalf. All of our employees are expected to cooperate and assist in the implementation of this policy by ensuring that safeguarding issues and risks are communicated to our supply chain.

This policy is to be reviewed at once per year, and at such other times as may be required, to ensure it remains relevant and appropriate to the aims and objectives of our business.

Signed:   
Name: Chris Hawker  
Director  
Date: 1<sup>st</sup> January 2023

Signed:   
Name: Matthew Hawker  
Director  
Date: 1<sup>st</sup> January 2023

# SAFEGUARDING POLICY & CODE OF CONDUCT



The following Code of Conduct is part of our on-site inductions and communicated to all employees and subcontractors on-site.

The code of conduct should be used to inform all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

The code of conduct for contractors is:

Work safely and responsibly and be aware of responsibility for own actions and behaviour. Avoid any conduct which would lead any reasonable person to question their motivation and intentions.

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

1. Avoid contact with children. **Never** give your personal contact details to children or young people, including mobile telephone number
2. Work and be seen to work, in an open and transparent way.
3. Never be in contact with children without school supervision
4. Stay within the agreed work area and access routes
5. Obtain permission if you need to go outside the agreed work area or access routes.
6. Keep staff informed of where you are and what you are doing
7. Do not use profane or inappropriate language
8. Dress appropriately i.e., dress in a way that:
  - a. Is unlikely to be viewed as offensive, revealing, or sexually provocative.
  - b. Does not distract, cause embarrassment or give rise to misunderstanding
  - c. Is absent of any political or otherwise contentious slogans
  - d. Is not considered to be discriminatory and is culturally sensitive
9. Observe the code at all times
10. Remember your actions no matter how well intentioned could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.
11. Any order for works or building contracts should be let with a clear condition that failure to observe the code will entitle Hawker Construction to exclude a member of a contractors' staff from the premises.
12. To ensure the effectiveness of any code it shall either be:
13. Issued to contractors when quotations or tenders are invited
14. Stated as a condition on any order for works or building contract no matter how or by whom the contractor is appointed
15. Issued to all contractors direct when they first attend and before any work has commenced.
16. Additionally, where appropriate, the code should be:
17. Highlighted and discussed in any pre- start meetings for larger building contracts
18. Posted on the building site
19. Posted on the staff notice board
20. Included as part of any contractors site safety briefings
21. Issued to contractors staff

Under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with pupils, even those who have undergone a DBS check.