Document: **JB-POLICY-021**	**SAFEGUARDING & CHILD LABOUR POLICY**

SAFEGUARDING & CHILD LABOUR POLICY

Introduction

Jones Bros Ruthin (Civil Engineering) Co Ltd is committed to providing a safe environment for all its learners and staff. The commitment to safeguarding children and vulnerable adults is guided by prevailing legislation and current guidance from the Local Safeguarding Children's Board (LSCB) in accordance with The Wales Safeguarding Procedures.

Jones Bros Ruthin (Civil Engineering) Co Ltd will comply with the requirements of The Wales Safeguarding Procedures, Policy and Procedures for the protection of vulnerable adults and will work in co-operation with other agencies to ensure the safety and welfare of its learners in all learning environments.

Jones Bros Ruthin (Civil Engineering) Co Ltd prohibits the use of child labour and forced or compulsory labour at all times. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.

Jones Bros Ruthin (Civil Engineering) Co Ltd Safeguarding & Child Labour Policy has been established in order to make Jones Bros Ruthin (Civil Engineering) Co Ltd position clear to all staff, suppliers and sub-contractors the requirements in this Policy are mandatory.

Purpose

Jones Bros Ruthin (Civil Engineering) Co Ltd fully recognises its responsibilities for and contribution to the safeguarding of children and vulnerable adults. This policy applies to all staff, irrespective of role, working within the organisation.

Whilst there are specific legal requirements relating to the welfare and protection of vulnerable people, Jones Bros Ruthin (Civil Engineering) Co Ltd is strongly committed to safeguarding all young people, adult learners and staff against harm, abuse bullying and harassment beyond legal compliance. We will therefore actively promote the well-being of all and ensure that this is central to our planning, decision-making and day-to-day practice.

It is the responsibility of all managers and those responsible for sub-contracted provision to ensure that the staff within their teams, partners or persons who represent or undertake activities on behalf of Jones Bros Ruthin (Civil Engineering) Co Ltd, having contact with learners are provided with, understand and comply with this policy and all supporting procedures or instructions. In order to ensure that Jones Bros Ruthin (Civil Engineering) Co Ltd fulfil safeguarding and well-being responsibilities, we will:

- Practise safe recruitment, selection and vetting procedures that include checks into the eligibility and suitability of appropriate staff and suppliers.
- Ensure that all work being carried out has been risk assessed for safety and suitability.
- Work in partnership with learners and with other agencies in promoting a safe learning environment.

Jones Bros Ruthin (Civil Engineering) Co Ltd will seek to safeguard all learners by:

- Valuing them, listening to them and respecting and taking appropriate action where required.
- Recruiting staff safely to incorporate best practice guidance for safeguarding to be included in the recruitment and selection process.
- Recording and storing information professionally and securely.
- Sharing information about concerns with designated agencies appropriately.

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Implementation
The policy is available throughout the Company and clearly communicated to all employees in a manner in which it can be understood through induction programmes and policy documents. All policies and procedures will be made available to any relevant person on request.

Monitoring and Audit
The Safeguarding Policy is set within the management system and will include appropriate monitoring and analysis, through random checks of documented information; reporting and recommendations for continuous improvement. We are committed to reviewing our policy and practice at least annually.

Jones Bros Ruthin (Civil Engineering) Co Ltd looks to train and educate staff and students to ensure all safeguarding concerns are identified.

Through the Designated Safeguarding Lead (DSL) or appropriate nominated deputy, all safeguarding cases will be recorded as appropriate and reported to authorities/agencies for action.

Responsibilities

All Staff
It is the responsibility of all Jones Bros Ruthin (Civil Engineering) Co Ltd staff and employees to report concerns and take action to safeguard the welfare and safety of a child, young person and/or adult at risk. Any member of the Jones Bros team who detects possible signs of neglect or abuse in a child or adult working or learning within Jones Bros should contact the Jones Bros nominated Designated Safeguarding Lead (DSL) or deputy as listed below.

Designated Safeguarding Lead (DSL)
The DSL is: Garmon Hafal (Training Centre Manager)
The nominated deputy is: Tayla Davies (HR Manager)

The DSL (or deputy) is to make a telephone referral to the appropriate agency as quickly as possible and within 24hrs of receiving allegations or suspicions. The DSL (or deputy) confirms the referral by completing and returning a copy of the referral form provided from appropriate agency or local authority for action.

The DSL is to ensure that copies of referral forms and related documentation are held securely in accordance with data protection. Confidentially remains a high priority and suspicions and investigations are shared only with those who need to know. Information is shared under the guidance of the Local Safeguarding Children Board (LSCB).

Review

This policy will be reviewed annually and any changes made communicated to all employees.

Hefin Lloyd-Davies
Director
November 2025