



Safeguarding Policy

Introduction

Safeguarding children and vulnerable adults is everyone's responsibility. Children and vulnerable adults are best protected when professionals are clear about what is required of them individually, and how they need to work together.

This Safeguarding Policy has been developed to help EPM staff understand their responsibilities and what they need to do to safeguard and protect the welfare of children and vulnerable adults. The policy also demonstrates a commitment to acting promptly whenever a concern is raised by EPM staff about a child or vulnerable adult at risk. The Policy has been written with help and guidance from a local Head Teacher, Lincolnshire County Council Safeguarding Policy and Keeping Children Safe in Education.

Aim

The aim of this policy is to provide guidance to EPM staff about their roles and responsibilities in the safeguarding of children and vulnerable adults.

In addition, the objectives of the Policy are that:

- EPM personnel understand that safeguarding children is everyone's responsibility;
- EPM personnel understand and apply this policy and procedure;
- EPM personnel know how to report any concerns in a timely and appropriate way.
- EPM Senior Management takes leadership responsibility for these safeguarding arrangements.
- The Managing Director of EPM is the designated person with overall responsibility for implementing this safeguarding policy.



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Company Registration Number: 7086056

Recognising Concern

There are many ways in which children and vulnerable adults can be mistreated or abused. These may include: Physical, sexual, and emotional abuse or any form of neglect.

Physical abuse:

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult.

Emotional abuse:

This is the persistent emotional maltreatment of a child or vulnerable adult, such as to cause severe and persistent adverse effects on the person's emotional development.

Sexual abuse:

Involves forcing or enticing a child or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the person is aware of what is happening.

Neglect:

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development.

Raising Concerns

Whilst working in an environment alongside children and vulnerable adults, any EPM personnel who has a concern over a child or adult will immediately raise the concern with, firstly the designated safeguarding officer of the establishment and then to the designated safeguarding lead at EPM Ltd. These concerns must be recorded in writing and kept at the head office of EPM Ltd.

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Responding to a concern

It is the responsibility of the Designated safeguarding Lead of the establishment to make sure that appropriate action is taken in response to any concerns raised by EPM personnel. The Designated Safeguarding Lead of EPM Ltd will ensure that any concerns raised by staff are investigated thoroughly, without prejudice and the necessary actions are taken. EPM will seek follow up information from the establishment following the raising of a concern and will, if necessary, seek guidance from the relevant organisations and authorities to ensure any investigations reach a satisfactory conclusion. A written record of any concern raised and the conclusion reached will be kept at the EPM head office.

EPM Personnel responsibilities:

- ☉ All EPM personnel will have an up to date DBS certificate and present it when they first enter the establishment.
- ☉ EPM personnel will wear their identity badges whilst on the establishment's premises.
- ☉ EPM personnel will follow the establishment's safeguarding procedures at all times.
- ☉ Where possible, EPM personnel will not be left unsupervised with children or vulnerable adults.
- ☉ EPM management will provide professional support for any of their personnel who may be affected by a safeguarding incident.
- ☉ The Designated Safeguarding Lead of EPM will have up to date knowledge of current safeguarding legislation and procedures.

SIGNED:

A handwritten signature in black ink, appearing to read 'Mick Kilburn'.

Mick Kilburn

POSITION: Managing Director and person responsible for Health and Safety

DATE: **January 2026**

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