

# TechByte IT Solutions Ltd. - Safeguarding Policy

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## 1. Introduction

TechByte IT Solutions (TBITS) is committed to ensuring the safety and welfare of all children, young people, vulnerable adults, clients, and employees who come into contact with our services. TBITS recognises its responsibility to safeguard and promote the welfare of all individuals in accordance with the relevant UK legislation and guidance, including the Children Act 1989 & 2004, the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014, and the Working Together to Safeguard Children (2018) statutory guidance.

## 2. Purpose

This policy aims to:

- Protect children, young people, and vulnerable adults from harm, abuse, neglect, and exploitation.
- Provide clear procedures for all staff and contractors to follow where safeguarding concerns arise.
- Promote a culture of vigilance, transparency, and accountability within TBITS.
- Ensure compliance with all relevant legal and regulatory requirements.

## 3. Scope

This policy applies to all employees, contractors, consultants, interns, volunteers, and any other individuals working on behalf of TBITS.

## 4. Definitions

**Child:** Anyone under the age of 18 (Children Act 1989).

**Vulnerable Adult:** A person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is unable to take care of themselves or protect themselves from harm or exploitation.

**Safeguarding:** Protecting the health, wellbeing and human rights of individuals, enabling them to live free from abuse, harm and neglect.

## **5. Legal Framework**

TBITS adheres to relevant UK legislation, including but not limited to:

Children Act 1989 and 2004

Safeguarding Vulnerable Groups Act 2006

Care Act 2014

Equality Act 2010

Data Protection Act 2018 and UK GDPR

The Protection of Freedoms Act 2012

Working Together to Safeguard Children 2018

## **6. Responsibilities**

Board and Senior Management: Ensure effective implementation of safeguarding policies and procedures, and allocate resources appropriately.

Designated Safeguarding Lead (DSL): TBITS will appoint a DSL responsible for overseeing safeguarding matters, receiving concerns, and liaising with external agencies.

All Staff and Contractors: Must be aware of this policy, attend safeguarding training as required, and report any concerns promptly.

## **7. Safeguarding Procedures**

All concerns, suspicions, or disclosures of abuse or neglect must be reported immediately to the DSL.

The DSL will assess the concern and, if appropriate, report to the relevant local authority safeguarding team or the police.

Confidentiality will be maintained at all times, with information shared only on a need-to-know basis.

TBITS will cooperate fully with any safeguarding investigations.

Records of safeguarding concerns will be securely maintained in compliance with data protection laws.

## **8. Recruitment and Training**

TBITS will implement safer recruitment procedures, including appropriate Disclosure and Barring Service (DBS) checks, to prevent unsuitable individuals from working with children or vulnerable adults.

All staff will receive induction training on safeguarding policies and procedures.

Ongoing training will be provided to ensure staff remain aware of their safeguarding responsibilities.

## **9. Reporting Concerns**

Employees and contractors must report concerns to the DSL or, if unavailable, to senior management without delay. If there is an immediate risk of harm, the police or relevant local authority must be contacted directly.

## **10. Monitoring and Review**

This policy will be reviewed annually or following any significant safeguarding incident or legislative change. TBITS will regularly monitor the implementation of safeguarding practices to ensure effectiveness.