

**Issue Number:** 5  
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### Our Safeguarding Policy

This policy applies to Firemark Limited staff who are contracted to carry out their work in places or in organisations where children or vulnerable people, study, reside or work.

The list below sets out those who may be required to attend such places where children or vulnerable people are present.

- Service Technicians
- Lead Engineers
- Operations Director
- Firemark Auditors
- Firemark Trainers

### The purpose of this policy:

To protect all children or vulnerable people in places where Firemark have contractual reasons to operate, in order to carry out servicing of Fire extinguishers.

- Ensures that children and vulnerable people are not at threat of abuse of any kind, during the authorised visits made by Firemark Limited staff.
- Sets out the standards that our staff are required to adhere to at all times.
- Enforces our code of conduct

### Legal Framework

- Children Act 1989
- United Convention of the Rights of the Child Act 1991
- Data Protection Act 1998
- Sexual Offences act 2003
- Children Act 2004
- Protection of Freedom Act 2012

We recognise that the welfare of Children or vulnerable people is paramount as enshrined in the Children's Act 1989.

All children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Firemark will work in partnership with site managers, carers, teachers, or parents to ensure that Firemark staff carry out the required work with the safety and welfare of children and vulnerable people in mind.

### Scope

- Firemark staff who are contracted to service Fire Extinguishers in places where children or vulnerable people reside, work or study, are required to pass an enhanced DBS Checks when commencing work with Firemark. DBS check are then renewed every 3 years.
- Firemark Staff who do not have DBS certificates are not be permitted to work in places where children or vulnerable people study, reside or work.

- Firemark staff must not attend site unannounced and must register entry with the appropriate person.
- Firemark staff are required to carry PDAs' with them to record the work they are undertaking, they are not permitted to use this device to take photographs of the residents or students.
- Firemark staff are not required or permitted to communicate with children or vulnerable people whilst working on site. Any contact will be reported to the appropriate site manager immediately.
- Firemark staff will comply with the appropriate policies of the school, college, residence or hospital, so far as they do not contradict Firemark's own policies
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If a member of the Firemark staff is found to have breached the Safeguarding policy, they will be subject to the Company Disciplinary Policy.



Stephen Ward  
Managing Director