

Safeguarding Policy

1. Purpose

This policy has been introduced to ensure that all staff, contractors, apprentices, and volunteers take the necessary steps to safeguard children and vulnerable adults. It supports compliance with the *Safeguarding Vulnerable Groups Act 2006* and other relevant legislation.

2. Commitment

MPB Industries Ltd is fully committed to providing a safe working and learning environment that is free from abuse and harm. We will actively promote a safe culture across all our work environments.

3. Definitions

- **Child:** Anyone under the age of 18.
- **Vulnerable Adult:** An adult who, due to age, disability, illness, or circumstance, may be unable to protect themselves from harm or exploitation.
- **Safeguarding:** Protecting people from maltreatment, preventing impairment of health and development, ensuring safe and effective care, and enabling positive life outcomes.
- **Abuse:** Any action that causes harm, whether physical, emotional, sexual, financial, or neglectful.

4. Responsibilities

We will achieve safeguarding by:

- Clearly identifying and communicating safeguarding roles and responsibilities.
- Appointing a **Designated Safeguarding Lead (DSL)** and **Deputy DSL** to act as main contacts.
- Providing induction and regular refresher safeguarding training to staff who work with apprentices, learners, or vulnerable groups.
- Ensuring safeguarding concerns are reported promptly and confidentially.
- Maintaining secure safeguarding records in line with GDPR requirements.
- Liaising with **IPS International Ltd** and external safeguarding bodies where necessary.
- Applying a **zero-tolerance policy** to any form of abuse or harm.

5. Reporting Concerns

- All staff must report safeguarding concerns immediately to the DSL or Deputy DSL.
- If there is immediate risk of harm, staff must contact the emergency services (999) without delay.
- Concerns will be handled sensitively, confidentially, and escalated appropriately.

6. Training

- All new staff will receive safeguarding training at induction.
- Refresher training will be provided annually or sooner if required.

7. Policy Review

This policy will be reviewed **annually** or earlier if legislation or organisational requirements change.