

Safeguarding & Vulnerable Persons Policy

K Dean Building Services Ltd

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Review Frequency	At least annually	Approval Method	Director approval / controlled electronic record

1. Purpose

K Dean Building Services Ltd undertakes work in schools, public buildings, residential environments and other locations where children or vulnerable persons may be present. This policy sets minimum conduct and safeguarding controls for such environments.

2. Controls

- Comply with client safeguarding procedures, site inductions, access rules and designated work zones.
- Segregate work areas from pupils, residents, service users and the public using suitable barriers, signage and access control.
- Avoid unnecessary direct contact with children or vulnerable persons and do not place workers in unsupervised situations contrary to client arrangements.
- Undertake DBS or other vetting checks where the role, activity and client requirements make them legally or contractually appropriate.
- Prohibit inappropriate language, behaviour, photography or use of personal devices in restricted areas.
- Report safeguarding concerns immediately through the client safeguarding route and to Company management.
- Protect confidential information concerning children, residents or vulnerable persons.

3. Site Planning

Project Managers will agree safeguarding, delivery routes, working hours, welfare, emergency access and supervision arrangements with the client before work starts where safeguarding risk is relevant.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Client / school safeguarding requirements
- DBS guidance on regulated activity with children
- Applicable safeguarding legislation and local procedures

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026