

# Architectural Design Partnership

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## Child Protection and Safeguarding Policy and Procedures

### 1. Policy Statement

At Architectural Design Partnership, we are committed to ensuring the safety, well-being, and protection of children and vulnerable individuals in all aspects of our business, whether on-site, during consultations, or as part of any outreach or community engagement activities. We recognize that safeguarding is paramount in all situations, and it is everyone's responsibility to be aware of the potential risks and to respond appropriately.

This policy applies to all staff, contractors, volunteers, and anyone else engaged with Architectural Design Partnership.

### 2. Definition of Key Terms

**Child:** A person under the age of 18 years.

**Safeguarding:** Protecting children from abuse and neglect, promoting their well-being, and ensuring their safety.

**Child Protection:** Preventing and responding to incidents of child abuse, neglect, and exploitation.

### 3. Aims and Objectives

The primary objective of this policy is to ensure:

The safety and well-being of any children or vulnerable individuals involved in company activities.

That staff are aware of their role in protecting children and the procedures to follow in the event of a safeguarding concern.

To implement preventative measures to reduce the risk of harm or exploitation.

### 4. Responsibilities

**Designated Safeguarding Lead (DSL):** Architectural Design Partnership appoints a designated safeguarding lead responsible for overseeing the safeguarding policy, ensuring its implementation, and acting as a point of contact for safeguarding concerns.

**All Staff:** All staff, contractors, and volunteers are responsible for understanding this policy, reporting any safeguarding concerns, and ensuring that they follow best practices to safeguard children.

### 5. Procedures

#### 5.1 Safeguarding Procedures

**On-Site Work or Site Visits:** Staff must be aware of the presence of children and vulnerable individuals on site (e.g., if Architectural Design Partnership is involved in school or community projects). When interacting with children, staff should ensure that interactions are professional and appropriate at all times.

Supervision and Interaction with Children: Any staff working with children must ensure that appropriate supervision is provided. Children should never be left alone with a single staff member, unless the child's guardian or responsible adult is present.

Designated Safeguarding Lead (DSL): If any concerns arise regarding child protection or safeguarding, the DSL must be informed immediately. The DSL will then follow the appropriate procedures, including reporting concerns to the relevant authorities or child protection services if necessary.

## 5.2 Reporting Concerns

Staff must report any concerns or suspicions about the safety or well-being of children to the Designated Safeguarding Lead (DSL) as soon as possible. If the DSL is unavailable, the matter should be reported to a senior manager or director.

Immediate Response: In cases of immediate danger or risk, staff should call emergency services immediately (e.g., 999/101).

Internal Reporting: After emergency actions have been taken (if needed), the staff member should document and report the concern following the company's internal reporting procedures.

## 5.3 Safeguarding Training

All staff must complete annual safeguarding training to recognize and respond to child protection issues appropriately. This training will cover:

Recognizing signs of abuse and neglect.

Procedures for reporting concerns.

How to handle disclosures of abuse.

## 6. Code of Conduct

To safeguard children, all staff, contractors, and volunteers will adhere to the following code of conduct:

Respectful Communication: Always communicate respectfully and appropriately with children.

Physical Contact: Avoid unnecessary physical contact with children. If physical contact is required (e.g., guiding a child through a space), ensure it is done in an appropriate and non-invasive manner.

Digital Safety: Ensure that all communication with children via digital platforms (e.g., emails, video calls, social media) is professional and appropriate.

Confidentiality: Any personal information about a child or vulnerable individual should be treated with the utmost confidentiality.

## 7. Risk Assessment

Before engaging in any activities or site visits where children might be involved, a thorough risk assessment will be carried out. This includes evaluating:

Potential risks associated with the environment.

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Ensuring appropriate safety measures are in place.

Determining the level of supervision required.

#### 8. Recruitment and Vetting

All staff, contractors, and volunteers who may be in contact with children must undergo a thorough recruitment process, including background checks, reference checks, and verification of qualifications. This ensures that the individuals involved are suitable to work with vulnerable groups.

#### 9. Confidentiality and Information Sharing

All safeguarding concerns and personal information about children will be kept confidential and shared only with the relevant authorities, the DSL, or other designated individuals who have a legal right to access the information.

#### 10. Review of Policy

This Child Protection and Safeguarding Policy will be reviewed annually to ensure it remains up-to-date and compliant with current legislation and best practices. Any changes will be communicated to all staff, and additional training will be provided as necessary.

#### 11. Contact Information

In case of a safeguarding concern or emergency, the following contacts are available:

Designated Safeguarding Lead (DSL): Eddie Weir, Principal Partner, 02890 428003 / eddie.weir@adpni.com

Emergency Services (if applicable): 999/101

Child Protection Services: 0808 800 5000

#### 12. Conclusion

Architectural Design Partnership is committed to ensuring the safety and well-being of children and vulnerable individuals, and we will do everything within our power to protect them. This policy outlines our commitment to child protection and safeguarding, and we expect all employees, contractors, and volunteers to adhere to these principles.