



SMART 5 Consulting Limited

Preventing Harm (Safeguarding) Policy

t: +44(0) 20 3686 6135

m: +44(0) 780 944 9726 [Syed]

w: <https://www.smart5.co.uk>

e: syed@smart5.co.uk, info@smart5.co.uk

Effective Date: 12-06-2024

1. Introduction

SMART 5 CONSULTING LIMITED ("the Company") is committed to ensuring the safety and well-being of all individuals involved in our activities, including employees, contractors, research participants, and the wider community. This policy outlines our approach to safeguarding and preventing harm in all our operations.

2. Purpose

The purpose of this policy is to provide a framework for identifying, reporting, and managing safeguarding issues, ensuring that all individuals are protected from harm, abuse, and exploitation.

3. Scope

This policy applies to all employees, contractors, consultants, temporary workers, volunteers, interns, and agents ("employees") working for or on behalf of the Company, as well as all individuals and entities the Company engages with, including clients, suppliers, and business partners.

4. Definition of Safeguarding

Safeguarding involves measures taken to protect the health, well-being, and human rights of individuals, ensuring they are free from harm, abuse, and neglect. This includes physical, emotional, and psychological harm.

5. Policy Statements

- **Commitment to Safeguarding:** The Company is committed to creating a safe environment where everyone can work and participate without fear of harm, abuse, or exploitation.
- **Identification and Reporting:** All employees are responsible for identifying and reporting any concerns related to safeguarding. Concerns should be reported to the designated safeguarding officer as soon as possible.
- **Zero Tolerance for Abuse:** The Company has a zero-tolerance policy for any form of abuse, neglect, or exploitation. Any allegations of abuse will be taken seriously and investigated promptly.



- Support and Training: The Company will provide support and training to all employees to ensure they understand their responsibilities in relation to safeguarding and are equipped to identify and report concerns.

6. Responsibilities

- Management: Management at all levels is responsible for ensuring those reporting to them understand and comply with this policy. They must also take appropriate action if a safeguarding concern is disclosed or identified.

- Employees: Employees are responsible for understanding and adhering to this policy, identifying and reporting safeguarding concerns, and participating in relevant training.

7. Reporting and Compliance

- Employees are encouraged to report any concerns or suspicions regarding safeguarding to their manager or the designated safeguarding officer. The Company is committed to ensuring that no one suffers any detrimental treatment as a result of reporting a safeguarding concern in good faith.

- All reports will be thoroughly investigated, and appropriate action will be taken to address any issues identified.

8. Training and Communication

- Training on this policy forms part of the induction process for all new employees. All existing employees will receive regular, relevant training on how to adhere to this policy.

- The Company's approach to safeguarding will be communicated to all suppliers, contractors, and business partners at the outset of our business relationship with them and as appropriate thereafter.

9. Record Keeping

- The Company will keep detailed records of any safeguarding concerns reported, the steps taken to manage or mitigate them, and any decisions made regarding their resolution.

10. Monitoring and Review

- The Company will regularly monitor and review procedures designed to prevent and manage safeguarding issues. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in safeguarding individuals from harm.

11. Sanctions for Breach

- Any breach of this policy by an employee will be grounds for disciplinary action, up to and including termination of employment. Any breach by a third party will be grounds for termination of the relationship and potential legal action.

12. Contact Information

For any questions or concerns regarding this policy, please contact:

SMART 5 CONSULTING LIMITED

Registered Address: 23 Quarles Park Road, Chadwell Heath, Romford, RM6 4DE, UK

Email: [appropriate contact email]

Acknowledgment

I, [Employee Name], acknowledge that I have read and understood the Preventing Harm (Safeguarding) Policy of SMART 5 CONSULTING LIMITED, and I agree to comply with it.

Signature: _____

Date: _____

This policy will be reviewed annually and may be amended at any time to ensure its effectiveness.

SMART 5 CONSULTING LIMITED

Registered Office: 23 Quarles Park Road, Chadwell Heath, Romford, RM6 4DE, UK

Company Number: 12281263

VAT Registration Number: 415164715



