



Safeguarding Policy

1. Introduction

Great Clean & Maintenance LTD is committed to safeguarding and promoting the welfare of children. All employees working in schools, including cleaners and caretakers, have a responsibility to ensure a safe environment for pupils and report concerns promptly.

This policy applies to all cleaners and caretakers employed by Great Clean & Maintenance who work in school environments. It follows:

- **Keeping Children Safe in Education (KCSIE) (2023)**
- **The Children Act 1989 and 2004**
- **Working Together to Safeguard Children (2023)**
- **The Prevent Duty (2015)**
- **Health and Safety at Work Act 1974**

2. Purpose of this Policy

This policy ensures that all cleaning and caretaking staff:

- Understand their role in safeguarding children.
- Know how to report concerns about a child's safety or a colleague's conduct.
- Follow safe working practices to prevent risks to children.

3. Company Responsibilities

Great Clean & Maintenance LTD has a duty to ensure that all employees placed in schools:

- Undergo Enhanced DBS Checks before starting work.
- Receive safeguarding training before working in schools.
- Understand and follow this policy, as well as any additional school-specific policies.

The company will provide guidance and support for staff on safeguarding matters.

4. Responsibilities of Cleaners and Caretakers

4.1. Duty to Safeguard

All staff must:

- Prioritise child welfare and act if they have concerns.
- Always maintain professional boundaries with pupils.
- Report any safeguarding concerns about a child or colleague promptly.

4.2. Recognising Signs of Abuse

While cleaners and caretakers do not have direct teaching responsibilities, they may notice signs of abuse, including:

- Physical abuse (unexplained bruises, burns).
- Neglect (dirty clothing, hunger, lack of supervision).
- Emotional abuse (low self-esteem, excessive crying, this now includes online grooming and the risks around radicalisation).
- Sexual abuse (age-inappropriate knowledge, avoiding certain adults).

If you notice anything concerning, report it immediately. Do not investigate yourself.

4.3. Reporting Concerns

How to Report a Concern:

1. Urgent concerns: Report directly to the Designated Safeguarding Lead (DSL) at the school.
2. Non-urgent concerns: Record details and pass them to the school's DSL as soon as possible.
3. Allegations against staff:
 - If concerned about a school employee, report to the school's DSL or Headteacher.
 - If concerned about a fellow Great Clean & Maintenance LTD employee, report to both the school's DSL and the company's Area Manager.
 - If the concern involves the Headteacher, report to the Local Authority Designated Officer (LADO).

All reports should also be communicated to Great Clean & Maintenance LTD's Safeguarding Officer, who will provide support and ensure company compliance.

5. Safe Working Practices

5.1. Conduct and Professional Boundaries

- Never be alone with a child in a private or isolated area.
- Do not touch pupils, except in an emergency (e.g., preventing harm).
- Do not share personal contact details or social media with pupils.
- Avoid inappropriate conversations, jokes, or behaviour around pupils.

5.2. Safe Cleaning and Maintenance

- Store cleaning equipment securely.
- Never leave hazardous substances unattended.
- Report broken locks, damaged fences, or any safety concerns to the school site manager and Great Clean & Maintenance LTD.



6. DBS Checks and Training

- All school cleaners and caretakers must have an Enhanced DBS check before starting work, regular DBS re-checks will be undertaken at 3 yearly intervals or any requirements within operational contracts.
- Applicant identification is checked at interview or prior to issuing of the offer letter and employment contract in accordance with current legislation.
- Safeguarding training will be provided by Great Clean & Maintenance LTD and refreshed annually.
- Staff must also read and comply with each school's Safeguarding & Child Protection Policy.

7. Whistleblowing

If you suspect wrongdoing or a safeguarding failure:

- Report to the school's DSL and Great Clean & Maintenance LTD's Safeguarding Officer.
- If unresolved, contact the Local Authority Designated Officer (LADO) or Ofsted (0300 123 3155).

8. Policy Review

This policy will be reviewed annually and updated as needed.

Reviewed on: 04/03/2025

Next review due: 04/03/2026



Acknowledgment of Safeguarding Policy

I acknowledge that I have read, understood, and agree to comply with the Safeguarding Policy of Great Clean & Maintenance LTD.

I understand my responsibilities in safeguarding and promoting the welfare of children as outlined in this document.

Name: _____

Signature: _____

Date: _____