



## Statement

GF Electrical Ltd is committed to ensuring the safety and security of others and to ensuring that we put into place measures to safeguard vulnerable groups. Where the location or work of our clients means that any of our employees or those of our sub-contractors may interact or otherwise come into contact with vulnerable groups GF Electrical Ltd will pro-actively implement the following measures:

## Employees required to apply for a DBS\* disclosure

Within GF Electrical Ltd, the following groups of workers<sup>1</sup> will be required to complete an application form for an Enhanced DBS disclosure:

- Members of the GF Electrical Ltd teams or any other individual whose work regularly takes them into locations where they may come into contact with children, young people or other vulnerable groups (for example schools or care homes).
- - *"Regularly" is interpreted as once a week or 4 days in 30*
  - *"Schools" includes visits to several different schools or to one school several times.*
- The senior on-site manager of any project connected with a location involving children, young people or other vulnerable groups whether 'live' or 'green field'.
  - *"Live" in this context means any site adjacent to an existing and operating school or other location*
  - *"Green field" means not adjacent to an existing and operating school or other location.*
- Any site team worker who may be required to cross the demarcation boundaries of the site.
  - *"Boundary" refers to the site Health and Safety boundaries of at least 2 metre high fencing*
- All site team workers where the demarcation boundary fencing is not at least 2 metres high.
- Any other site team worker who, for the better performance of the service to the client, may be required on occasion to interact directly with vulnerable groups
  - *This may include, for example, a requirement to give presentations to school children or to conduct site tours.*
- Any worker required to visit the location after handover to conduct post-occupancy audits or other satisfaction checks.
- Any other individual, where, having conducted a risk assessment the Local Contracting Office (LCO) MD feels it would be appropriate for the better performance of their role having regard to the GF Electrical Ltd pro-active stance.

Workers for whom a suitable Disclosure has not been received, will not be permitted to work on such site/s.

Providing an individual has made a DBS Disclosure application and whilst awaiting receipt of the Disclosure, should deployment of the individual on the site be unavoidable, he/she will be supervised at all times by an individual for whom a suitable DBS

<sup>1</sup> Worker in this context refers to employees of GF Electrical Ltd, to employees of a sub-contractor engaged on the contract or to any other person required by them to attend the location, project or client premises.

\*Formally Known as CRB





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Disclosure has been received and who has received training on Safeguarding responsibilities.

## Obtaining Disclosure documents

Workers will be required to complete an application form for an Enhanced DBS Disclosure which will include information held under the Children's Act List and section 142 of the Education Act 2002 (previously known as List 99).

GF Electrical Ltd will use a registered umbrella body to obtain DBS disclosure information.

## Validity

GF Electrical Ltd does not support portability and will not accept previously-obtained Disclosures.

The Company may require individuals to apply for a new Disclosure every four years, or more frequently where, having regard to proportionality, the nature of the work or the client require it.

## Confidentiality

GF Electrical Ltd adheres to the confidentiality and storage requirements of the DBS.

However the Company recognises the responsibility on clients to content themselves as to the suitability of any individual. The Company will therefore share appropriate information in relation to criminal Disclosures as requested for individuals either on request or through a 'spot check' or audit approach.

Equally GF Electrical Ltd advocates a responsibility to satisfy itself as to the suitability of any individual employed by a sub-contractor and therefore requires that the same criminal Disclosure information is shared either on request or 'spot check' approach.

## Suitability decision

GF Electrical Ltd takes its responsibility to make a suitability decision seriously. Such decisions will only be made by authorised individuals who have received training in safeguarding principles and practice.

Persons authorised to make suitability decisions are:

Gary Fisher / MD

Michelle Fisher / GF Electrical Ltd Head of HR

Whilst the relevance of any conviction or other comment on the Disclosure will be determined by an assessment of the conviction circumstances, the following principles will be applied:

- The overriding principle is the safeguarding of vulnerable groups and when in doubt the assessment will be made erring on the side of caution.
- Where the conviction or comment involves children or other vulnerable groups – the individual will be assessed as 'unsuitable'.
- Where the conviction or comment is a minor driving conviction – the individual will be assessed as 'suitable'.
- For any other conviction or comment – the date, severity and nature of offence will be taken into account in determining suitability or otherwise. The assessment will also take careful cognisance of the requirements of the individual's role,





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including the level of supervision, the nature of the likely contact with vulnerable groups and whether the nature of the job will present any opportunities for re-offending.

### Safeguarding

In the event that the DBS Disclosure means that the individual is unsuitable for work at the location the individual will not be permitted to carry out work that would bring him/her into contact with vulnerable groups. One of the following safeguarding measures will be adopted:

- the individual will be redeployed to a different site/ location that does not involve contact with vulnerable groups
- the individual will be redeployed to a role that does not involve contact with vulnerable groups
- Should deployment of the individual on the site be unavoidable, he/she will be supervised at all times by an individual for whom a suitable DBS Disclosure has been received and who has received training on Safeguarding responsibilities in the particular circumstances

Such decision will be taken by a Director and will always be made erring on the side of caution.

GF Electrical Ltd will comply with all relevant and applicable requirements under the Safeguarding Vulnerable Groups Act 2006.

### Sub-contractors

All sub-contractors are required to adhere to this policy. GF Electrical Ltd has a responsibility to ensure the safety of vulnerable groups and will require evidence of DBS checks for all people working on the site in accordance with the employee grouping requirements above prior to their attendance.

October 2014

