



A Company of Bailiffs Ltd

Safeguarding Policy

1. Introduction

- 1.1. Safeguarding is a fundamental responsibility for all organisations that work with or come into contact with children, vulnerable adults, or other at-risk individuals. This policy outlines the approach of A Company of Bailiffs Limited to safeguarding, ensuring the protection and well-being of all individuals encountered during investigative activities.
- 1.2. By adhering to this policy, we commit to upholding the highest standards of protection for all individuals encountered through its work.

2. Purpose

- 2.1. The purpose of this policy is to set out our principles and procedures that guide safeguarding in line with UK legislation and best practice. It is designed to protect clients, members of the public, and our staff from harm, abuse, or exploitation.

3. Scope

- 3.1. This policy applies to all employees, contractors, sub-contractors, and associates of A Company of Bailiffs Limited. It covers all activities undertaken as part of investigative work, including surveillance, interviews, background checks, and information gathering.

4. Legal Framework

- 4.1. This policy is informed by relevant UK safeguarding legislation and guidance, including but not limited to:
 - Children Act 1989 and 2004.
 - Care Act 2014.

- Working Together to Safeguard Children (2018).
- Safeguarding Vulnerable Groups Act 2006.
- Data Protection Act 2018 and UK GDPR.

5. Key Principles

- 5.1. All individuals, regardless of age, disability, gender, race, religion, or belief, have the right to protection from harm.
- 5.2. Safeguarding is everyone's responsibility — all staff must be vigilant and proactive in identifying and reporting concerns.
- 5.3. All concerns and allegations of abuse will be taken seriously and responded to appropriately.
- 5.4. Confidentiality will be respected, but information will be shared as necessary to protect individuals at risk.

6. Roles and Responsibilities

- 6.1. Designated Safeguarding Lead (DSL): A Company of Bailiffs Limited has appointed a DSL responsible for overseeing safeguarding matters, providing advice to staff, and ensuring compliance with this policy.
- 6.2. All Staff and Contractors: Must be familiar with our safeguarding policy, and should report any concerns immediately to the DSL.

7. Procedures - Identifying Concerns

- 7.1. Staff must be alert to signs of abuse, neglect, or exploitation, including physical, emotional, sexual, and financial abuse. This includes being aware of risks when engaging with vulnerable clients or third parties during investigations.

8. Procedures - Reporting Concerns

- 8.1. Report concerns immediately to the Designated Safeguarding Lead (DSL).
- 8.2. If an individual is at immediate risk of harm, contact the police or relevant authorities without delay.
- 8.3. Document all concerns and actions taken accurately and securely.

9. Procedures - Responding to Allegations

- 9.1. All allegations will be investigated promptly and impartially.
- 9.2. Where appropriate, concerns will be referred to local safeguarding authorities or the police.
- 9.3. Support will be provided to those making allegations and those who are the subject of allegations, in line with fair process.

10. Confidentiality and Data Protection

- 10.1. All information relating to safeguarding concerns will be handled sensitively and in accordance with the Data Protection Act 2018 and UK GDPR. Information will only be shared on a need-to-know basis to protect individuals at risk.

11. Training and Awareness

- 11.1. Our Staff have received safeguarding training, and will undertake regular online refresher training thereafter.
- 11.2. Updates on safeguarding legislation and best practice will be communicated to all staff as necessary.

12. Safe Recruitment

- 12.1. The firm will implement robust recruitment procedures, including DBS checks (where appropriate), to ensure all staff and contractors are suitable to work in investigative roles where safeguarding is a consideration.

13. Review

- 13.1. This policy will be reviewed annually or in response to significant changes in legislation or the operating environment. Feedback from staff and clients will be considered as part of the review process.

14. Contact Details

For further information or to report a safeguarding concern, contact the Designated Safeguarding Lead, Martyn Meekums at 01273 691617.

ENDS

Policy date: 10 November 2025