

FIRE



GROUP

Fair Tipping Policy



Procedures: Reporting

33. Staff Members will receive safeguarding training that should enable them to identify Safeguarding Concerns (e.g., suspected abuse, neglect, or threats to wellbeing) relevant to BCC Recruitment Ltd's Beneficiaries.
34. If a Staff Member identifies a Safeguarding Concern, to report it they should report to Consultant and Directors of BCC Recruitment Ltd if a Staff Member feels unable to follow the above steps, they should report their Safeguarding Concern in a reasonable alternative manner. This may be the case if, for example:
 - Following the above procedure would require disclosing the concern to somebody who is implicated in the Safeguarding Concern or who the Staff Member is otherwise uncomfortable contacting about this concern, or
 - The matter is time sensitive and involves a risk of serious harm to somebody, in which case contacting an external agency (e.g. the police, the ambulance service, or a mental health crisis line) or a more senior member of BCC Recruitment Ltd's staff first may be more appropriate.

Procedures: Investigation and Response

35. Reported Safeguarding Concerns will be dealt with promptly according to the following process:
 - a. In writing or via electronic communication
 - Staff Members who report a Safeguarding Concern will be kept informed about the progression of the matter they reported to an appropriate degree. Note that, depending on the nature of the concern and consequent investigations, some information about matters may be kept confidential and not shared with the reporter.
 - If a Staff Member is found to be in breach of this Safeguarding Policy or safeguarding law in general, they will be treated fairly and in line with BCC Recruitment Ltd's Disciplinary Policy and/or Disciplinary Procedure.
 - Referrals or notifications to external organisations (e.g., police services, local authorities, or regulatory bodies) will be made when, and only when, this is appropriate, and will always be made in accordance with the law (e.g. data protection law).

Supporting Documents and Other Protections

36. BCC Recruitment Ltd has various other documents in place that support this Safeguarding Policy. These include:
 - A. Documents setting out specific safeguarding considerations and rules that must be used during recruitment.
 - This Safeguarding Policy does not cover all of BCC Recruitment Ltd's commitments relevant to protecting its Beneficiaries. We also have other policies in place that protect our

Beneficiaries, Staff Members, and/or others. These include:

- An Anti-Harassment and Bullying Policy.
- A Whistleblowing Policy.
- A Health and Safety Policy.
- An Equal Opportunities Policy.
- A Recruitment Policy.
- A Data Protection and Data Security Policy.
- A Disciplinary Procedure.
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All the policies, procedures, and other documents set out above are available on request from the person within the Organisation responsible for HR matters or via Staff Members' line managers.