



# SAFEGUARDING POLICY

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## **1. Policy Statement**

Viking Security NW Limited is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We believe that everyone, regardless of age, disability, gender, racial heritage, religious beliefs, sexual orientation, or identity, has the right to protection from all forms of harm and abuse.

We will take all reasonable steps to protect the individuals we come into contact with through our work and ensure that safeguarding concerns are reported and addressed appropriately.

## **2. Purpose**

This policy sets out our commitment to safeguarding and outlines the procedures that must be followed by all staff and contractors to ensure the safety and welfare of those we protect.

## **3. Scope**

This policy applies to all employees, directors, contractors, and volunteers working on behalf of Viking Security NW Limited.

## **4. Responsibilities**

### **4.1 Management Responsibilities**

- Ensure safeguarding procedures are in place and reviewed regularly.
- Provide safeguarding training for all relevant staff.
- Ensure that all safeguarding concerns are investigated and acted upon.

### **4.2 Staff Responsibilities**

- Be alert to the signs of abuse, neglect, or exploitation.
- Follow safeguarding procedures when concerns arise.
- Report any safeguarding concerns to the designated safeguarding lead (DSL).

## **5. Designated Safeguarding Lead (DSL)**

Viking Security NW Limited will appoint a Designated Safeguarding Lead (DSL) responsible for overseeing safeguarding matters. The DSL will:

- Act as the main point of contact for safeguarding concerns.
- Liaise with relevant agencies when necessary.
- Maintain records of safeguarding incidents and actions taken.

## **6. Safeguarding Procedures**

### **6.1 Recognising Abuse**

All staff must be aware of the different types of abuse, including physical, emotional, sexual, neglect, and exploitation.

### **6.2 Reporting Concerns**

- Report concerns immediately to the DSL.
- If the DSL is unavailable and the risk is immediate, contact emergency services or the local safeguarding authority.
- Maintain confidentiality and only share information with relevant parties.

### **6.3 Recording Information**

- Record all safeguarding concerns factually and accurately.
- Store records securely in accordance with data protection laws.

## **7. Training**

All staff will receive safeguarding training appropriate to their role. Refresher training will be provided at least every two years or sooner if required.

## **8. Review of Policy**

This policy will be reviewed annually or sooner if there are significant changes in safeguarding legislation or procedures.