

POL032 Safeguarding, Bullying & Harassment Policy Statement

I as Managing Director of Wembley Innovation Ltd will do everything possible to ensure the welfare of/prevent the abuse of children and vulnerable adults should our work activities cause our operatives to come into contact with these groups, ensuring my Company's compliance to the Safeguarding Vulnerable Groups Act 2006.

A child is defined as a person under the age of 18 (The Children Act 1989) while a vulnerable adult is defined as a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness.

Abuse is a violation of a person's human rights or dignity by someone else. There are many kinds of abuse; some applicable examples are listed below:

- Physical: Including hitting, slapping, pushing, kicking, restraint or inappropriate sanctions.
- Sexual: Including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting.
- Psychological: Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- Financial or material: Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.
- Discriminatory: Including racist, sexist behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment.

Any form of abuse as described above among operatives may be construed as bullying. My company has a zero-tolerance policy on bullying in the workforce and all suspected cases will be investigated thoroughly and may result in disciplinary action against those causing the abuse.

When work activities give potential for our operatives to come into contact with children and/or vulnerable adults I will ensure that no form of abuse takes place by ensuring the following precautionary measures are taken:

- All operatives who have potential to interact with children/vulnerable adults must pass a CRB check and the results retained
- Work will be planned to ensure operatives are never forced to spend time alone with a vulnerable person
- Full compliance to any local rules/inductions/staff instructions at schools and care homes etc.

Incidents that must be reported/recorded:

- When anybody is accidentally hurt by an Employee
- When somebody seems to be distressed in any manner as a result of our activities
- Should a young person misunderstand or misinterprets something an Employee has done
- When a co-worker or other person is suspected of abusing a vulnerable person

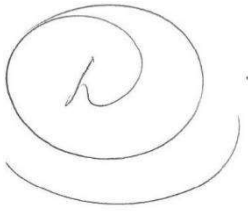
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- When there is suspicion that bullying is taking place amongst the workforce

If any of the above occur or there is suspicion of it occurring, all employees are instructed to report the incident immediately to their Manager or Supervisor who will ensure it is recorded and investigated in compliance with the Company's Accident/Incident Reporting and Investigation Procedure.

Liam Clear
Managing Director
Wembley Innovation Ltd

October 2023

A handwritten signature in blue ink, consisting of a stylized 'L' and 'C' intertwined within a circular flourish.