



## **Safeguarding Policy Phototronics Ltd.**

### **Introduction:**

Phototronics Ltd. is committed to promoting the welfare of all children and young people who participate in our services. We recognize our responsibility to safeguard and promote the welfare of all children and young people with whom we work and to protect them from harm.

This policy applies to all employees, volunteers, contractors and anyone who is associated with Phototronics Ltd. It sets out our expectations and responsibilities in relation to safeguarding and promoting the welfare of children and young people.

### **Policy Statement:**

1. Phototronics Ltd. is committed to ensuring that all children and young people are treated with respect and dignity, and that their rights, views and needs are always taken into account.
2. We are committed to creating a safe and secure environment for all children and young people and will take appropriate action to address any safeguarding concerns that may arise.
3. All employees, volunteers, contractors and anyone associated with Phototronics Ltd. must be aware of the safeguarding policy and understand the need for confidentiality in safeguarding matters.
4. All employees, volunteers, contractors and anyone associated with Phototronics Ltd. are expected to report any safeguarding concerns or allegations to the designated safeguarding lead or to the appropriate authorities.
5. Phototronics Ltd. will maintain clear and accurate records of all safeguarding concerns, allegations and investigations, and will take appropriate steps to protect and preserve evidence.

6. We will work closely with relevant authorities and organizations to ensure that the welfare and protection of children and young people is always prioritized.
7. We will regularly review and update our safeguarding policy and procedures to ensure they are effective and in line with current legislation and best practice.
8. All employees, volunteers, contractors and anyone associated with Phototronics Ltd. will undergo regular safeguarding training to ensure they are equipped to identify and respond to safeguarding concerns.

### **Procedures for taking and storing images of children:**

1. Phototronics Ltd. will not take images of any children who are subject to safeguarding concerns, unless this is deemed necessary by the relevant authorities and with appropriate safeguarding measures in place.
2. All images of children taken by Phototronics Ltd. will be stored securely, with access restricted to authorized personnel only.

### **Recruitment and Selection:**

1. Phototronics Ltd. will conduct enhanced DBS (Disclosure and Barring Service) checks on all employees, volunteers, contractors and anyone associated with the company, to ensure they are suitable to work with children and young people
2. We will also carry out appropriate checks and references to assess the suitability of all new employees, volunteers and contractors.
3. All employees, volunteers, contractors and anyone associated with Phototronics Ltd. will be required to sign and adhere to the safeguarding policy and code of conduct, and to undergo regular safeguarding training.

### **Conclusion:**

Phototronics Ltd. is committed to creating a safe and secure environment for all children and young people who participate in our services. This policy sets out our expectations and responsibilities in relation to safeguarding and promoting the welfare of children and young people, and will be reviewed regularly to ensure it remains effective and relevant.