



SAFEGUARDING POLICY

ALTIUS LIFTS LTD has safely completed many projects in or near to school environments and have experience in the proactive management of the on-site health and safety risks to safeguard staff, pupils and visitors and to minimise any possible disruptions.

This policy applies to when we are working on construction projects within or near to any school environment. We are also responsible for any subcontractor engaged to work for us.

Children will not be allowed in areas where we are working for reasons of health and safety and our employees should have no contact with children.

For this reason, our work is not regulated as having to have Enhanced DBS Checks as standard. We are aware however of our responsibilities where we may encounter children on an ad hoc or irregular basis for short periods of time when undertaking our day-to-day work.

The objective of this policy is to ensure that effective measures are in place to safeguard children during these times.

Obviously, Schools, Head Teachers etc. have a responsibility to safety the children in their care and ensuring that there are adequate measures in place to safety children from any contractors on their premises or nearby. To assist with this, we will liaise with the relevant persons where required in relation to the control of our activities and employees whilst working on site.

Control Measures:

To enable us to safeguard children we implement the following hierarchy:

Segregation:

1. We aim to avoid contact between our employees and children as far as possible by physically segregating our work areas or arranging work when children are not present on site.
2. We will ensure the perimeter of our site has suitable fencing and security to ensure that any contact between our employees and children is avoided altogether and the risk of harm to children is eliminated.
3. We monitor the condition of site fencing regularly and ensure that the site is locked securely at the end of every shift to prevent unauthorised access to the site. The necessary warning signs are posted to the site boundary. Any need for vision screening shall also be considered.
4. Outside the site boundaries, separation within school premises is maintained by confining the movements of our employees to specific areas and specific times to avoid overlap with break times and the beginning and end of the school day.
5. Segregation can also be achieved by working when the school is not in operation such as in half term. Liaison with relevant persons is vital when putting in place these measures.
6. Where works are undertaken outside normal school hours then measures will take account of any child attendance outside normal hours (after hours clubs etc.)



Supervision:

Within school premises we shall ensure that where contact can't be avoided that it is supervised by a member of school staff or a suitably vetted adult. This will include times of crossover such as break times etc.

Code of Conduct:

Of course, there may be times when unexpected contact with children occurs, so it is vital that our employees know what to do in such circumstances. Therefore, we have developed a Code of Conduct for Working Near to or Within School Environments. This lets our employees know what is expected of them and enables them to recognise inappropriate behaviour and challenge it.

When working on sites where there is interaction with the public, clients' employees, children our workforce will:

- Take care of their own health and safety and that of others who may be affected by their actions.
- Work in a safe and responsible manner.
- Be polite, helpful and courteous to other people they encounter.
- Not use foul or inappropriate language.
- Never use or be under the influence of drugs or alcohol.
- Not use radios or camera phones.
- Not make any unauthorised use of mobile phones.
- Not indulge in horseplay or unnecessary shouting.
- Not fraternise or be over friendly with any pupils, children, staff etc.
- Stay within our site boundaries and not enter client or school premises or areas unless authorised to do so by a Site Manager.
- Always wear the required PPE whilst on site.
- Wear appropriate ID badges or have required ID on them where required.
- Dress appropriately.
- Report all accidents, incidents, dangerous situations or safety issues to the Site Manager.
- Not consume food or drink on the site except in canteen, mess hut etc.
- Obtain a suitable Permit from the Site Manager and ensure suitable firefighting equipment is available before starting any hot works.

Failure to comply with this code of conduct will see members of our workforce removed from site and subject to necessary disciplinary procedures if required.

Under no circumstances shall our employees be allowed to have unsupervised contact with children, even those who have undergone a DBS check.

We respect the community and the public and give the utmost consideration to our impact on our neighbours and the public by:

- Informing, respecting and showing courtesy to those affected by our work.
- Minimising the impact of deliveries, parking and work on the public highway.
- Contributing to and supporting the local community and economy.

Signed by the Executive Responsible for Safeguarding:

Paula Bettridge

Paula Bettridge
Managing Director
Altius Lifts Ltd
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