MARICE RECRUITMENT AGENCY LTD
EMPOWERING CARE, SUPPORTING OPERATIONS, ENSURING EXCELLENCE.

Safeguarding Adults and Child Protection Policy

Policy Control Information

Item	Details
Policy Title	Safeguarding Adults and Child Protection Policy
Policy Reference	MRA-POL-006
Policy Owner	MRA Ltd
Designated Lead	Operations Managers
Version	0.2
Approved By	Managing Director
Issue Date	25/11/2026
Review Date	Annually, and after any change in the law, a serious incident or an audit finding

1. Policy Statement

Marice Recruitment Agency Ltd ("the company") is committed to protecting adults at risk and children from abuse, neglect and exploitation. Workers the company supplies often work with people who rely on them, in care homes, hospitals, clinics, schools and private homes. The company does not tolerate abuse and makes sure every concern is acted on.

This policy is based on:

- Care Act 2014
- Children Act 1989 and 2004
- Working Together to Safeguard Children (statutory guidance)
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Modern Slavery Act 2015

Where workers are placed with clients registered with the Care Quality Commission, they must also follow the client's safeguarding procedures, which support the client's duty under regulation 13 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

2. Purpose

To make sure that every worker and member of staff knows how to recognise abuse, that concerns are reported quickly to the right people, and that the company meets its own legal duties as a supplier of workers.

3. Scope

This policy applies to all directors, managers and internal staff of Marice Recruitment Agency Ltd, wherever they are based, and to every worker the company supplies or introduces to clients in Healthcare Staffing, Warehouse, Logistics and Cleaning Services. It also applies to contractors, suppliers and anyone acting on the company's behalf.

4. Types of Abuse

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse and exploitation
- Financial or material abuse
- Neglect and acts of omission
- Self-neglect
- Discriminatory abuse
- Organisational abuse
- Domestic abuse
- Modern slavery and human trafficking

5. Reporting Procedure

1. If anyone is in immediate danger, call 999.
2. If the concern arises on assignment, tell the client's manager in charge straight away and follow the client's own safeguarding procedure.
3. Tell the company's Designated Safeguarding Lead the same day. If the concern is about the Designated Safeguarding Lead, tell the Deputy or the Managing Director.
4. Write down what was seen or said, using the person's own words, with the date and time. Sign and date the record.
5. The Designated Safeguarding Lead checks that the client has referred the concern to the local authority, and refers it directly to the local authority, the Police or the Local Authority Designated Officer (LADO) where the client has not, or where the concern is about a worker the company supplied. Referrals are made within 24 hours.

Workers must never investigate a concern themselves, confront the person suspected or promise to keep what they are told a secret.

6. Allegations Against Workers the Company Supplies

If an allegation is made against a worker the company supplied:

- The worker is not offered further shifts in similar roles while the matter is looked into, without assuming guilt
- The company works with the client, the local authority and, for allegations involving children, the LADO
- Where the company removes or would have removed a worker from regulated activity because they caused harm or posed a risk of harm, it refers the worker to the Disclosure and Barring Service, as the Safeguarding Vulnerable Groups Act 2006 requires of personnel suppliers
- Registered Nurses and Registered Mental Health Nurses are referred to the Nursing and Midwifery Council where the concern affects their fitness to practise

7. Child Protection

Workers placed in schools or other settings with children follow the setting's child protection procedures and report to its Designated Safeguarding Lead, as well as to the company. If a child is at risk, make sure the child is safe, call the Police if it is urgent, and pass the concern on straight away. Do not tell the parents or carers if doing so could put the child at greater risk.

8. Mental Capacity and Consent

Healthcare workers must assume that a person has capacity unless it is shown otherwise, support people to make their own decisions, follow the client's procedures under the Mental Capacity Act 2005, and act in the person's best interests where they lack capacity for a decision.

9. Training

Who	Training
All workers in Healthcare Staffing and in roles with children or adults at risk	Safeguarding adults and children training before first placement, renewed every year
All other workers	Basic safeguarding awareness at induction
Internal staff	Safeguarding awareness at induction, renewed every year
Designated Safeguarding Lead and Deputy	Advanced (Level 3 or above) safeguarding training, renewed at least every three years

10. Records and Confidentiality

Safeguarding records are kept securely, shared only with those who need to know, and handled in line with the Data Protection and Confidentiality Policy (MRA-POL-010). Data protection law does not stop information being shared to protect someone from harm.

11. Governance and Oversight

The Designated Safeguarding Lead manages concerns and referrals and keeps the safeguarding log. The Managing Director has overall accountability and reviews safeguarding concerns, referrals and training figures every quarter.

12. Review

This policy is reviewed every year, and after any serious safeguarding incident, change in the law or change in statutory guidance.