



EvaStore Limited – Safeguarding Policy

Protecting Children and Adults at Risk

1. Introduction

EvaStore Ltd is committed to safeguarding and promoting the wellbeing of children and adults at risk. Although the company does not work directly with children or vulnerable adults in its primary operations (document storage, scanning, and shredding), we recognize that our services and personnel may come into contact with sensitive environments or records related to vulnerable individuals. Therefore, safeguarding is everyone's responsibility, and we are committed to ensuring appropriate training, awareness, and responsiveness in line with local and national guidance.

2. Purpose and Scope

This policy applies to all EvaStore Ltd staff, contractors, and service providers. It outlines our commitment to:

- Promoting a safe environment for all individuals.
- Responding appropriately to concerns about a child's or adult's wellbeing.
- Complying with Shropshire Council's safeguarding expectations for contractors.

3. Legal and Local Frameworks

EvaStore Ltd follows guidance from:

- Children Act 1989 and 2004
- Care Act 2014
- Working Together to Safeguard Children (2023):
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Shropshire Safeguarding Community Partnership (SSCP):
<https://www.shropshiresafeguardingcommunitypartnership.co.uk>

4. Responsibilities

4.1 Senior Management

- Ensure implementation of this policy across all operations.
- Appoint a Designated Safeguarding Lead (DSL) to oversee safeguarding practises.

4.2 Designated Safeguarding Lead (DSL)

Current DSL: **General Manager**

- Attend safeguarding training.
- Report concerns to local authorities where appropriate.
- Maintain safeguarding records confidentially.

4.3 All Employees and Contractors

- Familiarize themselves with this policy.
- Complete basic safeguarding awareness training.
- Report any concerns about the wellbeing of children or vulnerable adults.

5. Safeguarding Children

EvaStore Ltd supports and adheres to the procedures outlined by the Shropshire Safeguarding Community Partnership – Children’s Safeguarding Policies and Procedures: <https://www.shropshiresafeguardingcommunitypartnership.co.uk/procedures/childrens-safeguarding-policies-procedures/>

6. Safeguarding Adults

EvaStore Ltd also follows Shropshire’s guidance on protecting adults at risk. This includes promoting dignity, choice, and the right to live free from abuse. Guidance and procedures can be found at:

- SSCP Adult Safeguarding Procedures and Guidance: <https://www.shropshiresafeguardingcommunitypartnership.co.uk/procedures/adult-safeguarding-procedures-and-guidance/>
- Shropshire Council – Adult Safeguarding Portal: <https://next.shropshire.gov.uk/adult-social-care/adult-social-care-and-you/i-need-help/adult-safeguarding-in-shropshire/>

7. Reporting a Concern

Any concern that a child or adult is at risk of harm must be reported to the DSL immediately. Where urgent or in the absence of the DSL, contact the relevant local authority directly:

- Shropshire Council First Point of Contact:
 - Children: 0345 678 9021
 - Adults: 0345 678 9044
- For immediate danger, call the police on 999.

8. Recruitment and Training

EvaStore Ltd conducts safer recruitment practices, including:

- DBS checks for roles that may involve contact with sensitive information or partner agencies in regulated sectors.

- Reference checks including safeguarding-related questions.
- Induction and refresher training on safeguarding awareness.

9. Confidentiality and Record Keeping

All safeguarding concerns, reports, and actions will be kept confidential and stored securely. Information is only shared on a need-to-know basis and in accordance with GDPR and safeguarding legislation.

10. Review and Monitoring

This policy will be reviewed annually or sooner if:

- There is a significant change in safeguarding legislation.
- Local safeguarding procedures are updated.
- There is a safeguarding incident or concern requiring procedural revision.

Signed by:

A handwritten signature in black ink, appearing to read 'Patrick Evans', written in a cursive style.

Patrick Evans

Managing Director

Date: 05 April 2025