
SAFEGUARDING POLICY

Prepared By:

KEELAGHER OKEY ASSOCIATES LIMITED
74A London Road, Stockton Heath, Warrington, WA4 6HR

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Signed:



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PART 1 | VISION STATEMENT

Keelagher Okey Associates Ltd recognises that it regularly operates in premises caring for children and vulnerable adults such as schools, hospitals, care homes, hospices and universities.

This policy has been drawn up to ensure the effective safeguarding of said children and vulnerable adults throughout our contact with the premises involved.

It is important that this policy of safeguarding in our daily activities is accepted and fully understood by Directors, Consultants and Staff to ensure that all employees and applicants for vacancies within the Practice are aware of their responsibilities. Awareness of this policy is promoted as a matter of course.

It is the objective of this policy to ensure that effective systems and procedures are put in place to safeguard children and vulnerable adults affected by construction projects that we are a part of.

In seeking to achieve this vision on all projects, Keelagher Okey Associates Ltd will adhere to the following safeguarding measures, which can be tailored and enhanced as appropriate to the project and/or premises and client standards:

- **Segregation:** We will avoid contact with children and/or vulnerable adults on the premises. This is normally achievable, especially on larger projects as construction works are normally within secure areas with facilities used such as fencing and barriers which would prevent access for any persons other than those involved with the construction works (an unauthorized person).
- **Supervision:** If contact is unavoidable, it will be supervised by a member of the Client staff or premises' staff. This is important to monitor possible conversation and communication of any kind between Keelagher Okey Associates Ltd and persons on the premises and to intervene where necessary.
- **Code of conduct:** Comply with the premises' codes of conduct and with Keelagher Okey Associates Ltd code of conduct which, in specific relation to safeguarding, requires our staff to:
 - a) Work safely and responsibly.
 - b) Obtain permission if it is necessary to go outside of the agreed work area or access routes.
 - c) Dress appropriately.
 - d) Speak appropriately (i.e. do not use profanity or inappropriate language).
 - e) Be mindful of placing oneself in vulnerable situations.
 - f) Report any apparent breach of safeguard to a supervisor / person in authority.
 - g) Always observe the code of conduct.

- **Regulation:** Ensure that access to the premises is regulated as necessary for the furtherment of a project e.g. comply with the premises' requirements in relation to ID badges, photo ID's, branded workwear and sign in/out books. Updated Keelagher Okey Associates Ltd photo ID badges were printed in November 2025 and will be distributed to all personnel by 21st December 2025.
- **Checks:** Following a suitable risk assessment in collaboration with the premise's authority, decide whether or not our personnel will need to be subject to a DBS (Disclosure and Barring Service) check. The risk assessment should take into account the likely amount of contact our personnel may have with children and/or vulnerable adults throughout the project, and after other measures such as segregation and supervision have been considered.

PART 2 | RECRUITMENT AND SELECTION

Keelagher Okey Associates Ltd will ensure that:

- All personnel are made aware of the KOK Safeguarding Policy and Code of Conduct, and that compliance with these policies is mandatory.
- Discuss the Safeguarding policy as part of the induction of staff or external consultant and receive confirmation in writing that compliance is mandatory.

PART 3 | TRAINING AND ORGANISATIONAL DEVELOPMENT

Keelagher Okey Associates Ltd will:

- Seek to ensure that all employees and external consultants are developed by the provision of appropriate and accessible safeguarding training.
- Ensure that Safeguarding, where relevant to a project, is made a point of discussion in our regular internal project reviews.



Name: Derek Bradshaw
Position: Managing Director
Date: 31st January 2026