

ADM - SAFEGUARDING POLICY

ADM Surveyors Limited is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We recognise that safeguarding is everyone's responsibility and are committed to maintaining a safe working environment wherever our employees and contractors undertake work.

ADM Surveyors Limited recognises that it has a duty of care to make appropriate arrangements to safeguard and promote the welfare of children, young people and adults at risk. We recognise that safeguarding is a shared responsibility and are committed to working with clients, contractors and relevant agencies where appropriate to protect those at risk.

ADM Surveyors Limited will comply with all relevant safeguarding legislation and guidance applicable to its operations, including its duties to protect children and adults at risk where its activities bring employees or contractors into contact with them

What this means for ADM Surveyors Limited.

Safeguarding and promoting the welfare of children, young people and adults at risk is not just the province of those working directly with these groups of people.

ADM Surveyors Limited aims to ensure that no act or omission on the part of the organisation, or that of its employees or sub-contractors puts a child, young person or vulnerable adult inadvertently at risk; and that rigorous systems are in place to proactively safeguard and promote the welfare of children, young people and adults at risk and support staff in fulfilling their obligations.

This policy applies to all employees, agency workers, consultants, subcontractors and anyone acting on behalf of ADM Surveyors Limited.

Responsibilities

Directors

- *Ensure appropriate safeguarding arrangements are in place.*
- *Review safeguarding concerns where necessary.*

Managers

- *Ensure employees understand this policy.*
- *Report safeguarding concerns appropriately.*

Employees and Contractors

- *Remain vigilant.*
- *Report any safeguarding concerns immediately.*
- *Never ignore or attempt to investigate concerns themselves.*

Reporting Concerns

Any safeguarding concern involving a child, young person or adult at risk must be reported immediately to a director or appropriate safeguarding authority. Concerns will be taken seriously, handled confidentially where possible and dealt with promptly in accordance with legal requirements.

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

Steven Masic
Managing Director

Sam Kenyon
Managing Director

S. Kenyon

Reviewed: July 2026

S.A. Mason