



ASTRAL LIMITED

**SAFEGUARDING
POLICY**

Issued: January 2026

Next Review: January 2027

Safeguarding Policy

1. Purpose

The purpose of this policy is to ensure that Astral Ltd protects all individuals—especially **children, young people**, and **adults at risk**—from harm, abuse, neglect, and exploitation.

It outlines our safeguarding commitments and the responsibilities of all staff, subcontractors, and associated personnel.

2. Scope

This policy applies to:

- All Astral Ltd employees
- All subcontractors and agency workers
- Consultants, volunteers, temporary workers, and work experience personnel-experience personnel
- Visitors representing Astral Ltd (including clients, journalists, and public officials)
- Safeguarding leads and deputies
- Anyone acting on behalf of Astral Ltd during project work

Safeguarding Leads

- **Designated Safeguarding Lead (DSL):** Paul Houghton
- **Deputy Safeguarding Lead (DDSL):** John Jones
- **Secondary Deputy (if DSL/DDSL unavailable):** Adam Houghton

3. What Is Safeguarding?

Safeguarding means promoting people's health, wellbeing, human rights, and ability to live free from harm, abuse, and neglect.

This includes protection from:

- Physical abuse
- Emotional/psychological abuse
- Sexual abuse or exploitation
- Neglect
- Domestic abuse
- Financial abuse
- Self neglect-neglect
- Modern slavery & trafficking
- Discriminatory abuse
- Organisational/systemic abuse

4. Legal and Regulatory Framework

Astral Ltd complies with the following legislation and statutory guidance:

Children and Young People

- *Children Act 1989 & 2004*
- *Working Together to Safeguard Children – 2023 update*
- *Keeping Children Safe in Education 2024* (relevant for school-based projects)

Adults at Risk

- *Care Act 2014*
- *Care and Support Statutory Guidance (updated 2024)*
- *Domestic Abuse Act 2021*

General Safeguarding & Worker Protection

- *Health & Safety at Work etc. Act 1974*
- *Construction (Design and Management) Regulations 2015*
- *Modern Slavery Act 2015*
- *Equality Act 2010*
- *Data Protection Act 2018 & UK GDPR*

5. Policy Statement

Astral Ltd believes every person, regardless of age, disability, gender identity, sexual orientation, race, or belief, has the right to be safe and free from harm.

Astral Ltd will:

- Not tolerate abuse, exploitation, or neglect in any form
- Respond promptly and appropriately to safeguarding concerns
- Maintain a culture of openness, accountability, and respect
- Ensure survivors are supported and listened to
- Protect staff reporting concerns in good faith

6. Prevention Measures

6.1 Safer Recruitment

Astral Ltd will:

- Ensure all staff in relevant roles undergo **DBS checks** at the appropriate level
- Verify identity, references, employment history, and qualifications
- Apply safer recruitment practices for subcontractors and agency workers
- Prevent unsupervised access to children or vulnerable adults until checks are completed
- Maintain a secure training and vetting record for every worker

6.2 Staff Training

All employees, subcontractors, and managers will receive:

- **Safeguarding induction training**
- **Annual refresher training**
- Extra training for DSL and Deputy Safeguarding Leads
- Updates on any legal or policy changes
- Training records securely logged with renewal reminders

6.3 Code of Conduct

All staff must adhere to the following:

- Maintain clear professional boundaries
- Never be under the influence of drugs or alcohol on duty
- Do not share personal contact details with children/vulnerable adults
- Do not communicate via personal social media accounts
- Do not take photographs or recordings without proper consent
- Report all concerns immediately

7. Online and Digital Safety

Astral Ltd will ensure:

- Safe use of digital communication, work devices, and stored images
- No use of personal devices to record or message service users
- Secure handling of digital records and personal information
- Compliance with data protection legislation at all times

8. Reporting Safeguarding Concerns

8.1 How to Report

Concerns should be reported **immediately** to:

Designated Safeguarding Lead:

Paul Houghton

Tel: 01795 666955

Deputy DSLs:

John Jones

Adam Houghton

HR Team:

Brendan Murphy

Sian Jones

Karen Sharkie

Address:

Astral Ltd

66 High Street

Blue Town

Sheerness

Kent

ME12 1RW

Reports can also be made anonymously via the Whistleblowing procedure.

8.2 External Reporting Options

Where necessary, the following may be contacted:

- **Local Authority Safeguarding Team**
- **Local Authority Designated Officer (LADO)**
- **Police – 101 / 999 in emergencies**
- **NSPCC Helpline (0808 800 5000)**

Astral Ltd encourages staff to escalate externally if they believe the matter is not being properly addressed.

9. Response Procedures

Astral Ltd will:

- Take all safeguarding concerns seriously
- Record all concerns securely
- Protect confidentiality ("need-to-know" basis only)
- Consult external agencies where required
- Take immediate action if someone is in danger
- Implement disciplinary action for breaches of this policy
- Support survivors based on their wishes and needs

No employee will face detriment for reporting a concern in good faith.

10. Confidentiality and Record Keeping

All safeguarding records will be:

- Stored securely (password-protected digital systems or locked storage)
- Accessed only by authorised personnel
- Shared only when legally necessary or to protect someone from harm
- Retained in accordance with statutory retention requirements
- Recorded factually, clearly, and without personal opinion

11. Policy Review

This policy will be reviewed:

- Annually
- After any safeguarding incident
- When legislation or best practice changes
- After feedback from audits or regulators

Signed: 

Managing Director

Date: 05/01/2026