



Provital Wellness Limited

Safeguarding Policy

1. Policy Statement

Provital Wellness Limited is committed to safeguarding and promoting the welfare of all clients, employees, contractors, and visitors. We believe that everyone has the right to live free from harm, abuse, neglect, and exploitation, and we will take all reasonable steps to protect vulnerable groups, including children, young people, and adults at risk.

2. Scope

This policy applies to:

- All employees, directors, consultants, and contractors of Provital Wellness Limited.
- Any volunteers, students, or temporary staff working with the company.
- Any third-party partners acting on behalf of Provital Wellness Limited.

3. Aims

- To protect children, young people, and adults at risk from harm.
- To provide staff with clear safeguarding responsibilities and reporting procedures.
- To ensure safe recruitment, training, and supervision of staff.
- To maintain a culture of vigilance and accountability.

4. Definitions

- Safeguarding: Protecting people's health, well-being, and human rights; enabling them to live free from harm.
- Child: Anyone under the age of 18.
- Adult at Risk: A person aged 18 or over who, due to care needs, illness, disability, or circumstances, may be unable to protect themselves.
- Abuse: Can include physical, emotional, sexual, financial, discriminatory, neglect, organisational, or online abuse.

5. Responsibilities

Management:

- Ensure safeguarding policies and procedures are in place and regularly reviewed.
- Appoint a Designated Safeguarding Lead (DSL).
- Provide staff with appropriate safeguarding training.

Staff and Contractors:

- Must remain vigilant and report safeguarding concerns immediately.
- Must follow the code of conduct, maintaining professional boundaries.
- Must complete mandatory safeguarding training.

6. Safer Recruitment

Provital Wellness Limited is committed to safe recruitment practices by:

- Conducting DBS checks (where applicable).
- Verifying identity, qualifications, and references.
- Including safeguarding responsibilities in job descriptions and interviews.

7. Reporting and Responding to Concerns

- All concerns must be reported immediately to the Designated Safeguarding Lead (DSL).
- If a child or adult is at immediate risk of harm, staff must call 999.
- The DSL will assess the concern and liaise with safeguarding partners as required.
- Concerns must be documented promptly and accurately.

8. Confidentiality

- Information will be shared only on a need-to-know basis in line with GDPR.
- Records will be stored securely and retained in line with company policy.

9. Training

- All staff will receive induction safeguarding training.
- Ongoing refresher training will be provided annually or as needed.
- The DSL will receive enhanced safeguarding training.

10. Review

This policy will be reviewed annually, or sooner if there are legislative or organisational changes.

11. Key Contacts

- Designated Safeguarding Lead (DSL): Director of Provital Wellness Limited
- Deputy DSL: Director of Provital Wellness Limited
- Email: admin@provitalwellness.com
- Emergency Services: 999

Approval

Approved by: Provital Wellness Limited

Date: 21/09/2025

Review Date: 21/09/2026