



Severn Group

# Safeguarding Policy

MARCH 2026

# Introduction

Severn Group, "Group", is committed to safeguarding the welfare of all children and young people (defined as anyone aged 18 or under) who interact with our Group. The welfare of children and young people is of paramount importance, and all children and young people have a right to be protected from abuse regardless of their sex, race, disability, sexual orientation, religion or belief, age or gender reassignment.

## Who does this Policy apply to?

This Policy applies to all employees, contractors and agency workers, apprentices, anyone representing the Group during community or charitable work, visitors and guests on Group premises and external partners or organisations delivering joint outreach activities.

## Purpose

This Policy is for use across the Group and is to be observed by all those working and encountering children and young people to ensure best practice in safeguarding is promoted and adhered to.

This Policy is designed to operate across all countries in which the Group conducts business. The Group recognises that legislation and safeguarding requirements vary between jurisdictions.

Therefore:

- We commit to complying with all applicable local laws relating to the protection and welfare of children and young people in each country where we operate; and
- The Group will adopt the highest applicable level of protection to ensure children's safety.

## Definitions

A child or young person is defined as anyone up to their 18th birthday.

This includes, but is not limited to:

- Apprentices under the age of 18 working on-site or offsite during training;
- Children and young people participating in site visits, educational partnerships, or community outreach programmes; and
- Children engaged through charitable or community initiatives off-site.

# Checks and Training

Safeguarding children and young people is defined as:

- Protecting children and young people from maltreatment;
- Preventing impairment of children or young people's health or development;
- Ensuring that children and young people are growing up in environments consistent with the provision of safe and effective care; and
- Taking action to enable all children and young people to have the best life chances.

## **Criminal background checks and suitability to work with children and young people**

All employees, contractors, or consultants who work directly with children, who have regular contact with children or young people, or who may at any time be alone with a child or young person - including during one-to-one support, supervision, instruction, or care - must undergo regular criminal background checks. These checks are typically required every three years, or sooner if mandated by local legislation or identified through a risk assessment.

If any background check identifies criminal records, cautions, convictions, warnings, sanctions, or other relevant findings, the Group will review the information and assess whether the nature of the offence(s) makes the individual unsuitable for work involving children or young people. The assessment will be conducted in line with applicable laws, safeguarding standards, and proportionality considerations.

## **Training**

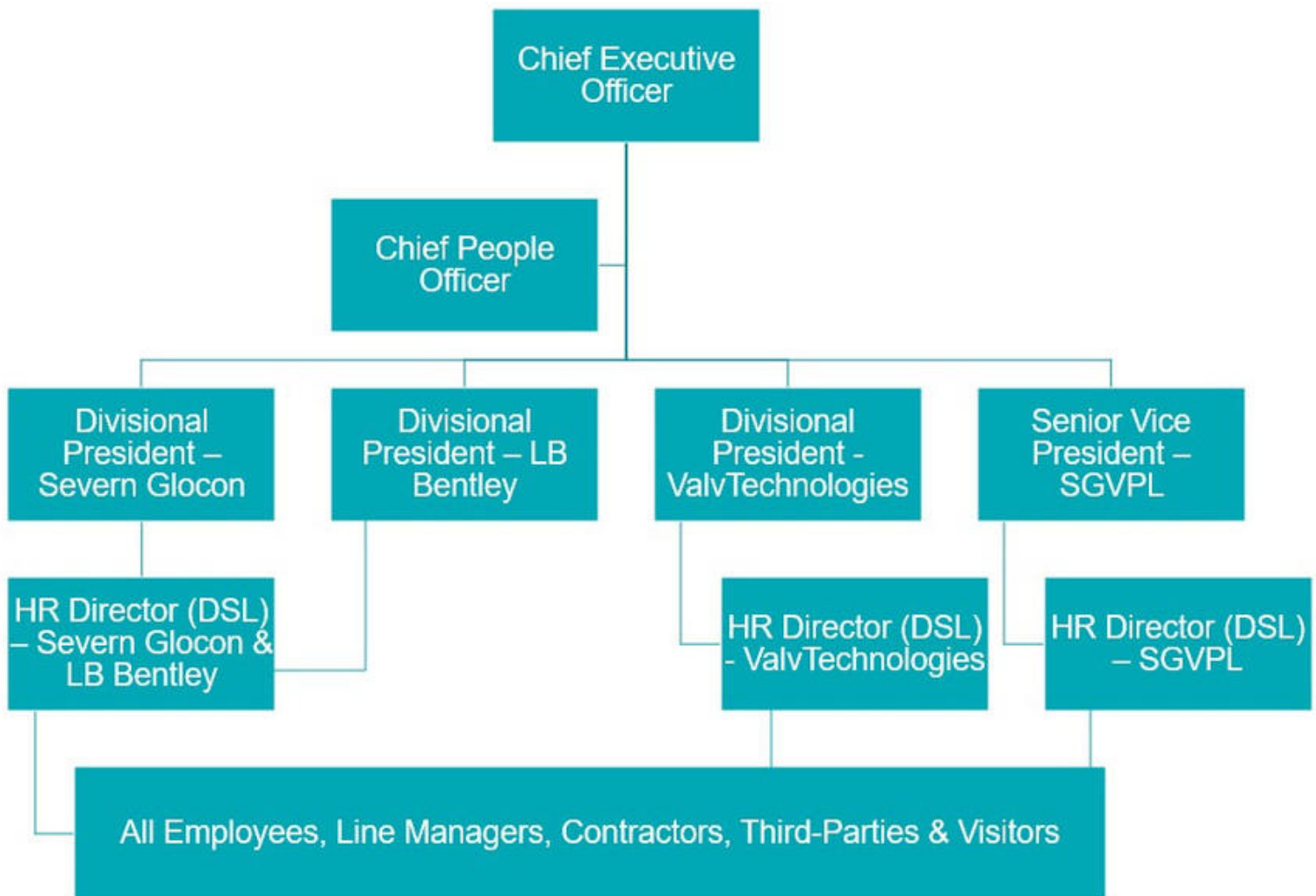
Anyone who has a role that regularly comes into contact with children and young people must undertake safeguarding training.

All employees must be familiar and abide by this Policy.

# Safeguarding Structure

## Roles and responsibilities

The Group has a safeguarding structure which ensures the safety and welfare of all children and young people.



# Roles and Responsibilities

## Chief Executive Officer, Chief People Officer & Divisional Presidents

- Ensure safeguarding is embedded in Group culture.
- Approve and oversee implementation of this Policy.
- Provide adequate resources for training and risk management.

## HR Directors - Designated Safeguarding Leads (DSL)

- Receive and manage safeguarding concerns.
- Liaise with local authorities and external agencies.
- Maintain secure safeguarding records.
- Ensure staff understand reporting procedures.

## Line Managers

- Provide appropriate supervision for apprentices under 18.
- Ensure risk assessments are conducted and followed.
- Create a safe working environment.

## All Employees, Line Managers, Contractors, Third-Parties & Visitors

- Follow this Policy and associated procedures.
- Report concerns immediately.
- Act professionally during any contact with children.
- Complete mandatory safeguarding training when requested.



# Safe Working Practices

## **Apprentices under 18**

The Group will:

- Conduct a Young Person Risk Assessment;
- Ensure appropriate supervision at all times;
- Prohibit apprentices from high-risk tasks unless suitably trained and assessed;
- Provide a named mentor for each under-18 apprentice; and
- Ensure working hours comply with regulations for young workers.

## **Community outreach activities**

All outreach events involving children will include:

- Activity-specific risk assessments;
- Secure visitor management and sign-in procedures;
- Clear parental/guardian consent where required;
- Appropriate staff child ratios; and
- No unsupervised one-to-one contact permitted.

## **Visitors to site (school groups, charities, youth organisations)**

- All visits must be pre-approved by management;
- Groups must be accompanied by teachers/leaders at all times;
- Restricted access to operational or hazardous areas;
- PPE provided where necessary; and
- No unsupervised one-to-one contact permitted.

## **Code of conduct for staff interacting with children**

- Treat children with respect and dignity;
- Avoid unnecessary physical contact;
- Do not engage in private or secret communication with a child;
- Do not give personal contact details to children;
- Do not take photos without explicit permission and approved purpose;
- Do not transport a child alone in a vehicle; and
- Report any accident, concern, or allegation immediately.

# Safe Working Practices

## Recognising signs of abuse or neglect

Staff should be alert to indicators including (but not limited to):

- Unexplained injuries.
- Sudden behaviour changes.
- Poor hygiene or chronic neglect.
- Disclosure of harm.
- Fear of going home.
- Inappropriate sexualised behaviour.
- Distress caused by bullying or online interactions.

## Reporting procedures

If you are worried about a child, you must:

1. Report it immediately to the DSL.
2. If the child is in immediate danger, call your local emergency services.
3. Keep information confidential and only share with designated staff.

Do not:

- Investigate the concern yourself.
- Promise confidentiality to a child.
- Discuss allegations with other staff unless authorised.

## Information sharing & record keeping

- All records must be stored securely, confidentially, and in line with data protection.
- Information will only be shared on a need-to-know basis.
- Records will include dates, times, factual observations, and any action taken.

# Safe Working Practices

If you do not feel able to raise your concern to the DSL, or feel it has not been appropriately addressed, you can contact the Group’s Whistleblowing service, Safecall, to report your concern confidentially. No employee will face adverse consequences for raising a genuine concern.

[www.safecall.co.uk/report](http://www.safecall.co.uk/report)



Country	Phone number	Country	Phone Number
UK	0800 9151571	India	000 800 440 1256
Australia	1800 312928	Malaysia	1800 220 054
USA	1 866 901 3295	China	4008 833 405
UAE	8000 4413376	Qatar	8000 250
Kazakhstan	8800 3333 499	Saudi Arabia	800 8442067

## Managing allegations against staff

Any allegation that a member of staff has:

- Harmed a child.
- Behaved in a way that may pose a risk.
- Engaged in inappropriate contact.

Must be reported immediately to the DSL. If the allegation relates to the DSL, it must be reported to the Divisional President.

## Health & safety

The Group will ensure:

- Safe working environments for young apprentices.
- Age-appropriate restrictions on equipment use.
- Regular safety briefings.
- Suitable welfare facilities.
- Appropriate supervision and monitoring.

# Safe Working Practices

## **Data protection**

For information about our processing of personal data under this Policy, including details of our legal grounds for doing so, how long we retain such personal data, who your personal data is shared with, your rights under data protection law and who you should contact if you have any concerns, please see our Employee Data Protection Policy and Employee Privacy Notice, which can be accessed on the Group Policy Hub.

## **Agreement to follow this Policy**

This Safeguarding Policy is fully supported by the Board and Executive Committee.

This Policy is non-contractual and may be amended at any time.

This Policy should be read in conjunction with the Code of Conduct, Disciplinary Policy, Equality, Diversity & Inclusion Policy, Grievance Policy, Recruitment Policy and Modern Slavery & Human Trafficking Statement.

All Severn Group Policies can be accessed on the Group Policy Hub.



At Severn Group, our business success flows from expertise – from technical knowledge and experience that position us as a leader in our field. Not everything, however, can be engineered. The Values which underpin that success stem instinctively from the culture we seek to sustain. Everything we do is tested against our Values, and our people are encouraged to apply them every day: they are the stewards of our brand, our reputation, our heritage, our ambitions.



**Customer**



**Integrity**



**Excellence**



**Accountability**



**SEVERN**  
Superior Valve Engineering