



Group Safeguarding Policy

We are committed to protecting our colleagues, and any other Adults at Risk and Children who come into contact with us during work related activities. We will achieve this by applying our values and behaviours, and by complying with the Capita Safeguarding Policy and Standard.

We are committed to

- Providing the necessary training, as well as raising awareness, to safeguard adults at risk and children who we employ or who we come in contact with during our work-related activities
- Fulfilling our legal and regulatory safeguarding requirements
- Providing a safe, efficient, confidential, and supportive process for reporting and managing any safeguarding concerns

What you should expect from us

- Every Capita leader and manager will fulfil their accountabilities defined within the Safeguarding Standard, creating a workplace (remote or in person), and working conditions that protect and support Capita employees, and any other Adults at Risk or Children who come into contact with us during work related activities

What we expect from you

- Read and familiarise yourselves with the Safeguarding Standard and how it applies to your role and ensure you follow our safeguarding Policy and Standard at all times
- Promptly complete all relevant safeguarding training which applies to your role
- Understand the process for reporting safeguarding concerns and what to do if you or the person you are concerned about is at risk of immediate harm

How we will achieve this

- We will implement, regularly review, and update our Safeguarding Policy and Standard to ensure an appropriate approach to safeguarding across all Capita locations globally
- We will create and communicate all roles and responsibilities as defined within the Safeguarding Standard
- We will provide a secure and robust Safeguarding concern reporting process with support from the Group Safeguarding Team
- We will ensure we have the right safeguarding data to support our safeguarding activities and to report our safeguarding position to our stakeholders



Zoë James

**Head of Clinical Governance,
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