



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 and to raising awareness to seek to safeguard our employees, Adults at risk and children affected by our service provision
- Fulfilling our legal and regulatory safeguarding requirements
- Providing a safe, efficient, confidential and supportive process for reporting and managing any safeguarding concerns or issues

What you should expect from us

- Every Capita leader and manager to fulfil their accountabilities defined within the Group Safeguarding Standard, creating a workplace and working conditions that protect and support Capita employees, and any other Adults at Risk and 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

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 ensure we have the right safeguarding data to support our safeguarding activities and to report our Safeguarding position to our stakeholders



Zoë James
Group Head of Clinical
Governance & Safeguarding
July 2021

*The Group Safeguarding Team will act as the Safeguarding representative for those BU's assessed as Stage 3