



# Easy Bee Ltd – Adult Safeguarding Policy

## 1. Policy Statement

Easy Bee Ltd is committed to safeguarding and promoting the welfare of all adults who may be vulnerable or at risk. As a provider of domestic and commercial cleaning services, we recognise that staff may work within private homes and environments where adults may require additional protection. We take safeguarding responsibilities seriously and ensure that all staff understand their duty to recognise and report concerns appropriately.

## 2. Purpose

The purpose of this policy is to ensure that all employees understand their responsibilities in protecting adults from abuse, neglect, or exploitation while delivering cleaning services. The policy establishes clear procedures for identifying, responding to, and reporting safeguarding concerns.

## 3. Scope

This policy applies to all Easy Bee Ltd employees, contractors, and temporary staff engaged in domestic or commercial cleaning activities, particularly when working in residential settings where adults may be vulnerable due to age, disability, illness, or personal circumstances.

## 4. Definition of an Adult at Risk

An adult at risk is a person aged 18 or over who may need care and support and may be unable to protect themselves from abuse or neglect. This may include individuals with physical or learning disabilities, mental health needs, long-term illness, or those experiencing social isolation.

## 5. Types of Abuse

Staff should be aware of different forms of abuse, including physical abuse, emotional or psychological abuse, financial abuse, neglect or acts of omission, discriminatory abuse, domestic abuse, and self-neglect.

## 6. Staff Responsibilities

All staff must:

- Treat clients with dignity, respect, and professionalism.
- Maintain professional boundaries at all times.
- Be alert to signs of abuse or neglect.
- Report concerns immediately using the company's safeguarding procedures.
- Maintain confidentiality while ensuring concerns are shared with appropriate authorities.

## 7. Safer Recruitment and Training

Easy Bee Ltd aims to recruit trustworthy staff through identity checks, references, and appropriate vetting. Staff receive safeguarding awareness guidance and are expected to follow company conduct standards when working in clients' homes or premises.

## **8. Reporting Safeguarding Concerns**

If a staff member suspects abuse or neglect, they must:

- Record factual observations without investigation.
- Report concerns immediately to the company manager or safeguarding lead.
- Where there is immediate risk, contact emergency services.
- Cooperate with local authority safeguarding teams where required.

## **9. Confidentiality and Data Protection**

Information relating to safeguarding concerns will be handled sensitively and shared only with relevant professionals or authorities in accordance with data protection legislation.

## **10. Professional Conduct in Residential Cleaning**

Staff must avoid accepting gifts, handling client finances, or becoming involved in personal matters beyond their role. Any unusual requests or concerns must be reported to management.

## **11. Review of Policy**

This policy will be reviewed annually or sooner if legislation or operational requirements change to ensure ongoing compliance with safeguarding best practices.

## **12. Contact Information**

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