Safeguarding Policy

REDO PRINT & DESIGN LIMITED trading as Matbaa
Company number 04485121

Scope and responsibility

This policy applies to Matbaa staff and subcontractors carrying out surveys, deliveries or installations at schools and colleges. The General Manager is Matbaa's safeguarding contact and briefs those attending on the arrangements for each visit.

Before attending site

We will always try to arrange work outside school hours or during school holidays where possible. If pupils will be present, agree the work area, access route, timing and supervision arrangements with the school before attending. Agree how to keep pupils separate from the work area, using barriers or escorted access where needed. Confirm the site contact and how to reach the school's designated safeguarding lead (DSL).

Confirm identity and any applicable DBS checks with the school before the visit. If checks or agreed supervision are unavailable, pause and agree a safe alternative with the school before starting.

Conduct on site

Sign in and out, carry identification and follow the school's instructions. Stay within agreed work areas and keep pupils clear of tools, materials and vehicles. Avoid being alone with a pupil or exchanging personal contact details. Take job photographs only with the school's permission and keep pupils out of the images.

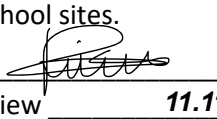
Reporting a concern

Report any safeguarding concern, disclosure or allegation immediately to the school's DSL or deputy and inform Matbaa's General Manager promptly. If someone is in immediate danger, call 999. If a pupil tells you something, listen calmly, explain that you need to tell someone who can help, and leave any investigation to the appropriate authorities.

Record what you saw or heard, with the date and time, using the pupil's own words where possible. Keep the record secure and share it only with those who need it to respond.

Approval and review

The Managing Director approves this policy. The General Manager reviews it annually and after a safeguarding incident or significant change in how we work on school sites.

Riza Yelden — Signature  Date ***11.11.2026***
Managing Director — Next review ***11.11.2027***