

Safeguarding Requirements (Contractors and Suppliers)

Safeguarding is about prevention of harm and protection for adults and children in St Mungo's properties. While we do not expect contractors to have a detailed understanding of safeguarding, but we need you to sign up to our Safeguarding Requirements.

Please note that where we refer to 'Contract Manager' below, we mean the person at St Mungo's who set up the contract with you.

- 1. Please confirm your company name.**
- 2. Please confirm your name and contact details**
- 3. Please confirm you will abide by the following Code of Conduct.**

Client Safeguarding and Professional Boundaries

It is vitally important that all contractors/suppliers follow and uphold St Mungo's rules, standards and procedures in relation to safeguarding and protection of and professional boundaries with clients, children and vulnerable adults at all times.

Do ...

Ensure all staff working on the contract read through St Mungo's [Quick Guide to Safeguarding](#).

Ensure you have a process in place for checking DBS and have adequate processes in place for assessing and managing risk.

A Basic DBS check is required if you work without supervision for St Mungo's staff at St Mungo's sites and have infrequent, direct contact with clients as part of your role. For example, if you provide maintenance services at St Mungo's premises and occasionally interact with clients.

An Enhanced DBS check is required for those who will be working unsupervised at least once a week at premises where you may come into direct contact with clients as part of

your role, or if you ever work unsupervised overnight at any St Mungo's premises. For example, if you provide cleaning services at St Mungo's premises on a weekly basis.

An Enhanced DBS check with a Barred list check will be required for professions such as social workers who work unsupervised and directly with clients.

Self-Employed Suppliers/Contractors

If you are self-employed and are willing to disclose the information, please provide a copy of your Basic Check to your Contract Manager, cc'ing procurement@mungos.org. If you need a higher level of check, advise the Contract Manager and procurement@mungos.org as this is likely to have to be conducted via Mungo's.

Safeguarding Issues which arise during a contract

Inform your St Mungo's Contract Manager immediately:

- * If you are concerned there is a safeguarding or boundaries issue involving a St Mungo's client and either a member of your staff, a St Mungo's staff member or anyone else.
- * If you have an existing personal or professional relationship with somebody who becomes a St Mungo's client/referral.
- * If you are planning to have a relationship other than on a professional basis with someone who was a client within the last two years. This will normally not be allowed.

St Mungo's Contract Manager will advise an appropriate course of action after consulting with a member of the Leadership Team. You may be asked to investigate any safeguarding or boundaries concerns about a member of your staff and share the findings with us.

If you are planning to have a relationship other than a professional one with an ex-client, you must discuss this and any possible implications with your Contract Manager.

Gifts from clients should only be accepted in exceptional circumstances. If you are unsure, check with your St Mungo's Contract Manager.

Maintain professional boundaries if you accidentally bump into a client in an out of work social setting. You must inform your St Mungo's Contract Manager at the earliest opportunity if the encounter leads to any significant degree of interaction beyond simple greetings.

You must also record, monitor and report on any safeguarding and boundaries concerns at each contractor meeting/via email.

Safeguarding Code of Conduct

Yes, I will abide by the Code of Conduct

No, I will not abide by the Code of Conduct

I need more information/ have a query about the Code of Conduct

Signature and Date