



Safeguarding Policy

Document Title: Safeguarding Policy

Organisation: Vertex Health Advisory Ltd

Version: 1.0

Effective Date: 21st July 2026

Review Date: 21st July 2027

Approved By: Founder & Director, Vertex Health Advisory Ltd

1. Policy Statement

Vertex Health Advisory Ltd ("the Company", "Vertex Health Advisory", "VHA Ltd") is committed to promoting the safety, wellbeing and welfare of all children, young people and adults at risk who may come into contact with the Company through its education, consultancy, training or professional services.

We recognise that safeguarding is everyone's responsibility. Every individual working on behalf of the Company has a duty to identify concerns, respond appropriately and share information where there is a reasonable belief that someone may be at risk of abuse, neglect or exploitation.

Vertex Health Advisory Ltd adopts a zero-tolerance approach to abuse or neglect in any form.

2. Purpose

The purpose of this policy is to:

- Protect children and adults at risk who engage with the Company's services.
- Ensure staff and contractors understand their safeguarding responsibilities.
- Provide a clear process for raising safeguarding concerns.

- Promote a safe learning and working environment.
 - Ensure compliance with UK safeguarding legislation and professional standards.
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3. Scope

This policy applies to:

- Directors
- Employees
- Associate trainers
- Contractors
- Volunteers
- Consultants
- Anyone representing Vertex Health Advisory Ltd

It applies during:

- Face-to-face training
 - Online education
 - Clinical simulation
 - Consultancy work
 - Conferences
 - Educational events
 - Workplace visits
 - Any other activities undertaken by the Company.
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4. Legal Framework

This policy has been developed with reference to:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Working Together to Safeguard Children
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Domestic Abuse Act 2021
- Relevant NHS England safeguarding guidance

5. Definitions

Child

Anyone under the age of 18 years.

Adult at Risk

An adult aged 18 years or over who:

- has care and support needs;
 - is experiencing, or is at risk of, abuse or neglect; and
 - is unable to protect themselves because of those needs.
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6. Types of Abuse

Safeguarding concerns may include, but are not limited to:

Children

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child exploitation
- Online abuse
- Domestic abuse
- Forced marriage
- Female genital mutilation (FGM)
- Radicalisation

Adults

- Physical abuse
- Psychological abuse
- Sexual abuse
- Financial abuse
- Neglect
- Self-neglect
- Organisational abuse

- Discriminatory abuse
 - Modern slavery
 - Domestic abuse
 - Exploitation
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7. Responsibilities

The Director

The Director of Vertex Health Advisory Ltd is responsible for:

- promoting a safeguarding culture;
 - ensuring this policy remains current;
 - ensuring safeguarding concerns are appropriately managed;
 - maintaining suitable governance arrangements;
 - ensuring appropriate DBS checks where required;
 - ensuring staff receive appropriate safeguarding awareness.
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Staff and Contractors

Everyone working for Vertex Health Advisory Ltd must:

- remain vigilant for safeguarding concerns;
 - treat individuals with dignity and respect;
 - report concerns promptly;
 - maintain professional boundaries;
 - comply with confidentiality requirements;
 - complete safeguarding training appropriate to their role.
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8. Recruitment

Where appropriate to the role, Vertex Health Advisory Ltd will:

- verify identity;
- verify professional registration where applicable;
- obtain references;
- verify the right to work;
- undertake Disclosure and Barring Service (DBS) checks where legally required;

- assess suitability for the role.
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9. Training

Individuals delivering services on behalf of the Company will be expected to maintain appropriate safeguarding knowledge.

This may include:

- safeguarding adults
- safeguarding children
- Prevent awareness
- information governance
- equality, diversity and inclusion

Training requirements will be proportionate to the individual's role.

10. Recognising Safeguarding Concerns

Safeguarding concerns may arise from:

- direct disclosure
- observed injuries
- concerning behaviour
- inappropriate comments
- unexplained distress
- neglect
- unsafe living conditions
- concerns raised by another person

No concern should be dismissed without appropriate consideration.

11. Responding to a Disclosure

If an individual discloses abuse or neglect:

- remain calm;
- listen carefully;
- do not promise confidentiality;
- do not investigate yourself;

- record the facts accurately;
 - report the concern promptly using the procedures below.
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12. Reporting Concerns

Where there is an immediate risk of serious harm:

- **Contact the emergency services by calling 999.**

Where there is no immediate danger:

- Report the concern to the Director of Vertex Health Advisory Ltd as soon as reasonably practicable.
- Where appropriate, concerns may also be referred to:
 - Local Authority Children's Services
 - Adult Social Care
 - Police
 - NHS Safeguarding Team
 - Relevant employing organisation

If the concern involves the Director, individuals should report directly to the appropriate statutory authority.

13. Record Keeping

Safeguarding records should:

- be factual;
- be accurate;
- include dates and times;
- distinguish facts from opinion;
- be stored securely;
- only be shared with those who have a legitimate need to know.

Records will be retained in accordance with the Company's Data Protection and Records Management policies.

14. Confidentiality

Information relating to safeguarding will be treated sensitively.

Confidentiality will not prevent the sharing of information where:

- someone is at risk of significant harm;
- disclosure is required by law;
- sharing is necessary to protect children or adults at risk.

Information will be shared on a lawful, proportionate and need-to-know basis.

15. Online Learning

Where training is delivered remotely:

- safeguarding standards remain unchanged;
 - inappropriate online behaviour will not be tolerated;
 - participants must behave professionally;
 - concerns arising during online events will be managed in accordance with this policy.
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16. Professional Boundaries

Individuals representing Vertex Health Advisory Ltd must:

- maintain professional relationships;
 - avoid conflicts of interest;
 - avoid inappropriate personal relationships with delegates;
 - never exploit professional relationships for personal benefit.
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17. Whistleblowing

Anyone who believes safeguarding concerns are not being appropriately managed is encouraged to raise concerns under the Company's Whistleblowing Policy.

No individual will suffer detriment for raising genuine safeguarding concerns in good faith.

18. Equality and Inclusion

Vertex Health Advisory Ltd is committed to safeguarding all individuals equally regardless of:

- age
- disability
- sex
- gender reassignment
- race
- religion or belief
- sexual orientation
- pregnancy or maternity
- marriage or civil partnership

Safeguarding decisions will always prioritise the welfare of the individual.

19. Review

This policy will be reviewed annually, or sooner if:

- legislation changes;
 - national safeguarding guidance changes;
 - organisational learning identifies improvements;
 - significant safeguarding incidents occur.
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20. Contact

Vertex Health Advisory Ltd

Email: info@vertexhealthadvisory.com

All safeguarding concerns must be reported **without delay**. Where there is reasonable cause to believe that a child, young person or adult at risk may be experiencing, or is at risk of, abuse, neglect or exploitation, individuals must act promptly and in accordance with this policy. Concerns should never be ignored or assumed to have been reported by someone else.

If there is an **immediate risk to life or a serious threat to an individual's safety**, contact the emergency services by dialling **999** before notifying Vertex Health Advisory Ltd.

For all non-emergency safeguarding concerns relating to the Company's activities, individuals should notify the Director of Vertex Health Advisory Ltd as soon as reasonably practicable using the Company's designated safeguarding contact details.

When reporting a safeguarding concern by email, **the subject line must clearly state "SAFEGUARDING"** (in capital letters) to assist with the prompt identification and prioritisation of the communication by the Company Director.

Where appropriate, the subject line may also include a brief descriptor, for example:

- **SAFEGUARDING – Urgent Concern**
- **SAFEGUARDING – Child Welfare Concern**
- **SAFEGUARDING – Adult at Risk**
- **SAFEGUARDING – Confidential**

The report should include, where known:

- The name(s) of the individual(s) involved.
- The date, time and location of the concern.
- A clear, factual account of what was observed, disclosed or reported.
- Any immediate actions taken.
- Details of any witnesses or other persons involved.
- The name and contact details of the person submitting the report.

Reports should be based solely on factual observations or disclosures and should distinguish clearly between fact, opinion and professional judgement. Individuals should not attempt to investigate allegations themselves or question those involved beyond what is necessary to establish immediate safety.

Upon receipt of a safeguarding concern, Vertex Health Advisory Ltd will acknowledge the report where appropriate, assess the information received, and take any action considered necessary, which may include referral to the relevant statutory safeguarding agencies, the Police, NHS safeguarding teams, or the commissioning organisation.

Information will only be shared on a lawful, proportionate and need-to-know basis in accordance with UK GDPR, the Data Protection Act 2018 and applicable safeguarding legislation.

16. VERSION CONTROL

Version	Created / Updated	Author / Reviewer	Review Date
1.0	21st July 2026	Philip Poskitt (Founder & Director)	21st July 2027

Company Information

The Safeguarding Policy is issued by **Vertex Health Advisory Ltd**, a company registered in England and Wales.

Registered Office: Suite 8020, 5 Brayford Square, London E1 0SG United Kingdom

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Website: www.vertexhealthadvisory.com

Company Registration Number: 17293196

ICO Registration: ZC194740

All prices are stated in pounds sterling (GBP). Vertex Health Advisory Ltd is not currently registered for VAT; therefore, no VAT is charged on our goods or services. Should our VAT status change, prices and invoices will be updated accordingly where applicable.