



at home

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Policy on safeguarding

Safeguarding Policy for At-Home Catering

1. Purpose and Scope

At Home Catering Ltd, we are committed to providing a safe and secure environment for both our employees and our customers. This safeguarding policy outlines our approach to identifying and addressing potential risks associated with our at-home catering activities. This policy applies to all employees and contractors involved in our catering operations.

2. Legal Framework

We adhere to all relevant laws and regulations concerning safeguarding in our jurisdiction, including but not limited to regulations related to food safety, health and safety, and employment standards.

3. Roles and Responsibilities

- **Safeguarding Officer:** Georgie Butchart is designated as the safeguarding officer responsible for implementing and overseeing this policy.
- **Employees:** All employees are responsible for familiarising themselves with this policy and adhering to its provisions. They are also responsible for reporting any safeguarding concerns to the designated safeguarding officer.

4. Risk Assessment

We conduct regular risk assessments to identify potential hazards associated with our at-home catering activities, including but not limited to food safety risks, physical safety risks, and risks related to interactions with customers. We

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implement measures to mitigate these risks and ensure the safety of our employees and customers.

5. Training and Awareness

All employees receive comprehensive training on safeguarding policies and procedures, including recognizing signs of abuse or neglect and knowing how to respond appropriately. We also raise awareness among employees about their duty to report any safeguarding concerns and provide them with the necessary support to do so.

6. Confidentiality and Reporting

We maintain confidentiality in handling safeguarding concerns and ensure that sensitive information is only shared with authorized individuals on a need-to-know basis. Employees are encouraged to report any safeguarding concerns promptly and are assured that their concerns will be taken seriously and handled confidentially.

7. Responding to Concerns

In response to safeguarding concerns, we will conduct thorough investigations, provide support to individuals involved, and cooperate with relevant authorities as necessary. We will also ensure that appropriate support services are available for individuals who may have been affected by safeguarding incidents.

8. Monitoring and Review

We regularly monitor compliance with this safeguarding policy and conduct periodic reviews to identify areas for improvement. We also seek feedback from employees and stakeholders to continuously improve our safeguarding practices.

9. Communication



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We communicate this safeguarding policy and procedures to all employees, customers, and contractors involved in our catering operations. We provide accessible channels for stakeholders to seek clarification or raise concerns about safeguarding issues.

10. Continuous Improvement

We are committed to fostering a culture of continuous improvement, and we encourage feedback from employees and stakeholders to identify opportunities to enhance our safeguarding practices over time.

This safeguarding policy is reviewed annually and updated as necessary to ensure its effectiveness in promoting the safety and well-being of all individuals involved in our at-home catering activities.

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Responsibility: Senior management team