

Safeguarding Statement

T. Llewellyn Jones (the **Firm**) recognises the right of every individual to be kept safe and protected from harm.

The firm is committed to safeguarding the welfare of children and/or young people and adults with care and support needs within the activities we undertake.

This statement seeks to ensure that the Firm undertakes its responsibilities effectively in this regard and will respond to concerns appropriately.

Our Business

Located in Neath we are focused on providing our clients in England and Wales with director-led, high quality, insightful advice.

With a staff of over 20, we have developed a strong team-based, collaborative culture.

We conduct all of our business in an honest and ethical manner. As an employer, we recognise the importance of corporate responsibility and creating a positive social impact. We achieve this by supporting the community and people where we work and live and actively caring for the environment in which we operate.

The **firm** is authorised and regulated by the Solicitors Regulation Authority (SRA) and we must comply with the SRA's requirements in force from time to time including the SRA Code of Conduct 2019 and the SRA Accounts Rules 2019. Both documents can be accessed via the SRA's website at:

<https://www.sra.org.uk/solicitors/standards-regulations/>

Activities

We act for both organisations and individuals. We represent children and vulnerable adults and our involvement with children and vulnerable adults is therefore related to our work activities and delivery of professional legal services.

Policies

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Whistleblowing Policy;
- Equality, Diversity & Inclusion Policy;
- Grievance and disciplinary procedures;
- GDPR and Information, Management & Security Policy;
- Recruitment, vetting, induction and training policies and procedures;
- Vulnerable Client Policy;
- Modern Slavery Policy;
- Anti-Harassment & Bullying Policy;
- Role description for the designated safeguarding officer (DSO);

- Client Care Policy;
- Handling Complaints – including managing allegations against staff;
- Health & Safety Policy;
- Supervision procedures; and
- Storage and retention procedures to include child protection and vulnerable adults' records.

These are reviewed and updated on an annual basis and are available in the Firm's Compliance Manual and on our staff intranet.

We take a risk-based approach to DBS checking for example, normally we would only undertake a DBS check, for those likely to come into direct contact with children or vulnerable adults.

Responsibilities

All employees have the responsibility to act as excellent role models and to report any welfare concerns to our Designated Safeguarding Officer.

Our Designated Safeguarding Officer is Caroline Davies. Her contact details are Caroline.Davies@tljlaw.co.uk and telephone number 01639 643635. Any concerns on safeguarding issues by T. Llewellyn Jones employees should be referred to the Designated Safeguarding Officer whose responsibility it is to provide advice and support to employees on safeguarding issues.

Management Approval

This Safeguarding Statement has been approved by the Management Team of T. Llewellyn Jones.

Updated: Annually

Available Helplines (not an exhaustive list – there are many other helplines available)

Help for staff, children, young people, vulnerable adults and their families, if they have a concern:

- Help for adults concerned about a child: NSPCC 0808 800 5000 or email: help@nspcc.org.uk
- Help for children and young people: Childline 0800 1111 or [chat online](#)
- Help for vulnerable adults: Care Quality Commission (CQC) 03000 616161 or email: enquiries@cqc.org.uk
- Help for vulnerable adults: Hourglass Services 0808 808 8141 or email enquiries@wearehourglass.org

If the matter is urgent and relates to the immediate safety of a child or adult at risk then contact the emergency services immediately.