

# Safeguarding Policy

## 1. Purpose

Safe Skills Training Ltd is committed to safeguarding and promoting the welfare of all learners and any other person who may be affected by our activities.

This policy sets out how Safe Skills Training Ltd:

- Prevents harm
- Recognises safeguarding concerns
- Responds to concerns and disclosures
- Records and reports concerns appropriately

## 2. Scope

This policy applies to all Safe Skills Training Ltd activity, including:

- Enquiries, booking and customer service
- Training delivery (in-person and online)
- Practical training and assessments
- Communications with learners and customers

This policy applies to:

- Learners and prospective learners
- Clients and customer organisations
- Members of the public attending open courses
- Contractors, subcontractors, associates and suppliers
- Any future employees and volunteers

## 3. Key principle

Safe Skills Training Ltd primarily markets and delivers training to adults.

Safe Skills Training Ltd recognises that some workplaces may include learners aged **16–17**.

For safeguarding purposes:

- A person under 18 is treated as a **child**.
- Safeguarding duties apply to adults and children.

## 4. Definitions

- **Safeguarding:** Protecting a person’s right to live in safety, free from abuse and neglect.
- **Child:** Any person under the age of 18.
- **Adult at risk:** A person aged 18 or over who has care and support needs and is experiencing, or is at risk of, abuse or neglect, and is unable to protect themselves because of those needs.
- **Abuse:** Includes physical, emotional/psychological, sexual, financial/material, discriminatory abuse, neglect and acts of omission, domestic abuse, modern slavery, and organisational abuse.
- **Disclosure:** When a person tells you about abuse, neglect, or a safeguarding concern.

## 5. Roles and responsibilities

### 5.1 Safeguarding Lead

The **Safeguarding Lead** for Safe Skills Training Ltd is:

- **Director/Lead Educator**

The Safeguarding Lead is responsible for:

- Implementing this policy
- Making safeguarding decisions
- Recording safeguarding concerns
- Liaising with customers and external agencies when required
- Reviewing this policy annually

### 5.2 All staff/associates/contractors

Any person delivering work for Safe Skills Training Ltd must:

- Follow this policy
- Maintain professional boundaries
- Report safeguarding concerns immediately to the Safeguarding Lead

### 5.3 Clients and venues

Clients and venues are responsible for:

- Their own safeguarding arrangements for staff, service users, and learners
- Providing a named safeguarding contact for the day when requested



- Managing safeguarding incidents on their premises

## 6. Safer working and professional boundaries

Safe Skills Training Ltd maintains professional boundaries to reduce safeguarding risk.

This includes:

- Communicating professionally and respectfully
- Avoiding one-to-one situations with a child where possible
- If one-to-one support is required for a child, ensuring the client provides a responsible adult/manager to be present or nearby
- Not exchanging personal contact details with learners for non-business purposes
- Not engaging with learners on personal social media
- Not taking photographs or recordings of learners without written permission from the client and the individual

## 7. Recognising safeguarding concerns

A safeguarding concern may arise from:

- A disclosure
- Observed signs of abuse or neglect
- Information shared by a client/manager
- Behaviour or comments that indicate risk

Possible indicators include:

- Unexplained injuries
- Signs of distress, fear, or withdrawal
- Inappropriate sexualised behaviour or comments
- Evidence of coercion, control, or exploitation
- Signs of neglect

## 8. Responding to a disclosure

If a learner or any other person makes a disclosure:

1. **Listen** and take it seriously.
2. **Stay calm** and do not show shock or disbelief.
3. **Do not investigate** or ask leading questions.
4. **Do not promise confidentiality.** Explain that information may need to be shared to keep someone safe.

5. **Record** what was said using the person's own words as far as possible.
6. **Report** the concern to the Safeguarding Lead immediately.

If there is an immediate risk of serious harm, call emergency services.

## 9. Reporting and escalation

### 9.1 Immediate danger

If a person is in immediate danger:

- Call **999**.

### 9.2 Concerns in a workplace setting

Where training is delivered at a client workplace:

- Safe Skills Training Ltd will report the concern to the client's designated safeguarding lead/manager on the day.
- Safe Skills Training Ltd will record the concern.

### 9.3 When external reporting is required

Safe Skills Training Ltd may need to report concerns to external agencies when:

- There is an immediate risk of serious harm
- A child is at risk
- An adult at risk is at risk
- The concern involves a criminal offence
- The client does not take appropriate action

Safe Skills Training Ltd will cooperate with relevant agencies.

## 10. Confidentiality and information sharing

Safe Skills Training Ltd shares safeguarding information only when necessary to protect a person from harm.

Information is shared on a need-to-know basis.

Safeguarding records are stored securely.

## 11. Recording and record keeping

Safe Skills Training Ltd keeps a safeguarding record for each concern.

Records include:

- Date, time and location
- Names of people involved
- What was observed or disclosed
- Actions taken and who was informed
- Any follow-up actions

Records are factual and avoid opinion.

## 12. Allegations about Safe Skills Training Ltd staff/associates

If an allegation is made about a person delivering work for Safe Skills Training Ltd:

- The Safeguarding Lead will record the allegation.
- The Safeguarding Lead will inform the client's safeguarding lead/manager.
- The person concerned may be removed from delivery while the matter is reviewed.

If the allegation indicates a child is at risk or a criminal offence may have occurred, Safe Skills Training Ltd will support referral to the appropriate authority.

## 13. Online delivery safeguarding

For online training, Safe Skills Training Ltd applies the following controls:

- Use of professional accounts and professional communication
- Clear conduct expectations
- No private messaging with learners aged 16–17 for non-training purposes
- Where a learner is under 18, the client remains responsible for supervision and safeguarding arrangements

## 14. Complaints and concerns about safeguarding handling

If a person is not satisfied with how a safeguarding concern is handled, they can raise this under the Complaints Policy.

## 15. Contact

Safeguarding concerns must be reported to:

- [andy@safeskillstraining.com](mailto:andy@safeskillstraining.com)

## 16. Review and version control

- **Policy owner:** Director/Lead Educator (Safeguarding Lead)
- **Review frequency:** Annually, or sooner if legal requirements or services change



**Safe Skills**  
Safe Skills, Strong Teams

## Version control

Version	Date	Summary of changes
1.0	17/04/2026	First issue

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