



# Safeguarding Policy

## 1 Introduction

Jill Webb Training (JWT) is committed to providing a safe environment for training. We will take every reasonable precaution to minimise risk while providing demanding, challenging and enjoyable training and development activities for all of our clients.

The purpose of this Policy is to state how this commitment will be applied to courses, qualifications and assessment practices in relation to safeguarding.

The Safeguarding Policy aims to ensure that all learners, linked employers, associates and other stakeholders are safe from harm and abuse, harassment and bullying.

Safeguarding also includes all associates acting in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.

## 2 Scope of this Policy

This Policy will be applied to all training courses, assessment practices and qualifications offered by JWT. This Policy is based on the law and statutory guidance:

- The Children Act 2004
- 'Working Together' Guidance
- The Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Protection of Freedoms Act 2012
- The Equality Act 2010

Where this guidance does not apply to the country where the training is taking place, the equivalent local legislation will be followed.

This Policy should be read in conjunction with the Health and Safety and Equality Policies.

## 3 What This Policy Means

Anyone representing JWT has a personal responsibility for safeguarding the welfare and wellbeing of all children and adults at risk of harm by protecting them from abuse which may include:

- Neglect
- Emotional or psychological abuse
- Physical abuse
- Sexual abuse
- Financial or material abuse
- Discriminatory abuse

Any associates working for JWT who have direct contact with clients are required to undertake safeguarding training for both children and vulnerable adults and renew this learning on a three year basis.



## Safeguarding Policy - Continued

Anyone representing JWT may be working with other agencies and employers. Where appropriate, the Trainer should ask for and read a copy of the Safeguarding Policy for the partner organisation or employer. It is important that everyone is clear what they should do if they have a concern.

### 4. In the Event of a Concern

A concern related to safeguarding may arise during a training session or assessment progress. This could take a number of forms:

- A learner might divulge something which makes you concerned they may be vulnerable
- A learner might act in a way which makes you concerned they may be vulnerable
- A learner might say or do something which makes you think another child or adult might be at risk
- You might see or hear something which causes you concern

If you have any safeguarding concerns you should immediately record:

- What you saw or heard which made you feel concerned
- When this happened
- Where it happened
- Any other relevant information

You should use the Incident Form found in Appendix A to do this.

Once you have made this record, you should follow the Safeguarding Policy of the organisation who have procured the work.

You must inform Jill Webb, the Designated Safeguarding Lead, of any action you have taken. She is also available to discuss any concerns you have.

If, at any time, you find yourself in a situation where you are worried about your own safety or that of any of the learners, you should phone 999 immediately.

### 5. Monitoring of Safeguarding Concerns

Jill Webb (Designated Safeguarding Lead) will maintain records of any safeguarding concerns and incidents which have been dealt with. The records will be reviewed annually to identify any patterns or learning.

A sample of the Incident Log is found in Appendix B.

*This policy will be reviewed every year or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.*

*On review of this Policy in August 2023, no safeguarding concerns had been reported in the last 12 months.*



## Safeguarding Policy - Continued

### Appendix A

#### Incident Form

<b>Training event</b>	
<b>Name of person completing the form</b>	
<b>How many people were affected by the incident?</b>	
<b>Name For those involved, please give contact details</b>	
<b>Address</b>	
<b>Tel Number</b>	
<b>Email Address</b>	
<b>If more than one person was involved please write their details overleaf and tick here to say you have done this</b>	
<b>What happened?</b>	
<b>When did it happen? (Date and Time)</b>	
<b>Where did it happen?</b>	
<b>What did you do?</b>	
<b>Result</b>	
<b>Does anything need to happen now?</b>	
<b>Is there any learning from this incident?</b>	
<b>Any other information</b>	



# Safeguarding Policy - Continued

## Appendix B

### Incident Log

INCIDENT NUMBER	DATE	TIME	BRIEF DESCRIPTION	IS PAPERWORK COMPLETE?	WHAT LEARNING HAS BEEN TAKEN FROM THIS INCIDENT?