Safeguarding Policy

1 Introduction

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

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

Jill Webb Training (JWT) may from time to time be working an environment where there are children and/or vulnerable adults. These groups will never be the direct responsibility of JWT and will always have their own supervisors/parents/carers with them.

The Safeguarding Policy aims to ensure that all learners, linked employers, Associates and other stakeholders are safe from harm and abuse, harassment and bullying. This also includes the expectation that all those working for, or on behalf of JWT act in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give cause for concern.

This Policy covers all activities carried out by Jill Webb Training.

2 Scope of This Policy

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

- The Children Act 1989 and 2004
- 'Working Together' Guidance 2023
- Keeping Children Safe in Education 2025
- 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 and Diversity 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

More details about types of abuse and signs and symptoms can be found at:
https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/
https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse/

The term vulnerable adult is used throughout this Policy. The Care Act 2014 used the terminology 'adults at risk' for this needing social care support. We are aware that a group of adults may be vulnerable who do not meet this threshold. It is the responsibility of representatives of JWT to pass on any concerns as outlined below, not to make decisions about whether an adult is an 'adult at risk'.

Anyone working for JWT who has direct contact with clients are required to undertake safeguarding training and renew this learning on a three-year basis.

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.

Anyone representing JWT will undertake a safer recruitment process outlined in Appendix C to ensure their personal responsibility for safeguarding the welfare and wellbeing of all children and adults at risk of harm.

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:

- Somone in a session might divulge something which makes you concerned they may be vulnerable
- Someone in a session might act in a way which makes you concerned they may be vulnerable
- Someone in a session might say or do something which makes you think another child or adult might be at risk
- You might see someone in a position of responsibility potentially harm someone who is more vulnerable – for example an adult responsible for a group of children may be very aggressive
- 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 Safeguarding 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 anyone else, 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.

6. Safer Recruitment

The main legislation that covers safer recruitment is the Safeguarding Vulnerable Groups Act 2006. The work of JWT is not covered by this legislation, as we do not directly work with children or adults at risk, and therefore our activities are not considered 'regulated activities', and as such not eligible for an enhanced DBS.

However, as an indication of our commitment to carry out our activities as safely as possible, we follow the principles of Safer Recruitment. This means that anyone working for JWT who has direct contact with clients is subject to the following checks:

- They are asked to apply for a Basic DBS certificate, which costs about £20 payable by the individual and provide JWT with a copy of this. This should be renewed every 3 years. Alternatively, if they have an enhanced DBS check dated within the last 3 years, they can provide a copy of this
- We accept DBS which are uploaded to the DBS update service. We need to see a copy of the original DBS and have an email confirming the reference number and permission to access the certificate
- If a DBS is not on the update service a new DBS needs to be provided every 3 years
- They are required to confirm that they agree with this statement: 'I know of no reason why I am not suitable to work with children or vulnerable adults'
- They are asked to provide details of two people who has known them for at least two years who can confirm that they know of no reason why the individual is not suitable to work with children or vulnerable adults. These people should declare that they are not a family member.

7. Safeguarding Declaration Form

The information outlined in Section 6 is collected using the wording below:
You are being asked to complete this form because occasionally Jill Webb Training (JWT) work with children and vulnerable adults.

More details can be found in the JWT Safeguarding Policy.

The following information is required by completing the form by selecting this link
https://ye5mxpaw77w.typeform.com/to/ejUxD5tw

- Full name
- Any names you've previously been known by
- Full postal address
- Contact telephone number
- Date of birth
- Conduct Declaration
- References
- Confirmation of Declaration

Full details of the process followed is shown in Appendix C.

By putting these safeguards into place, JWT minimises risk and strives to play our part in making everyone we work with as safe as possible. Anyone working for Jill Webb Training who does not have direct contact with clients is asked to read all the relevant policies and sign the Associates Agreement. They are also asked to declare in writing that they know of no reason why they cannot work with children or adults at risk.

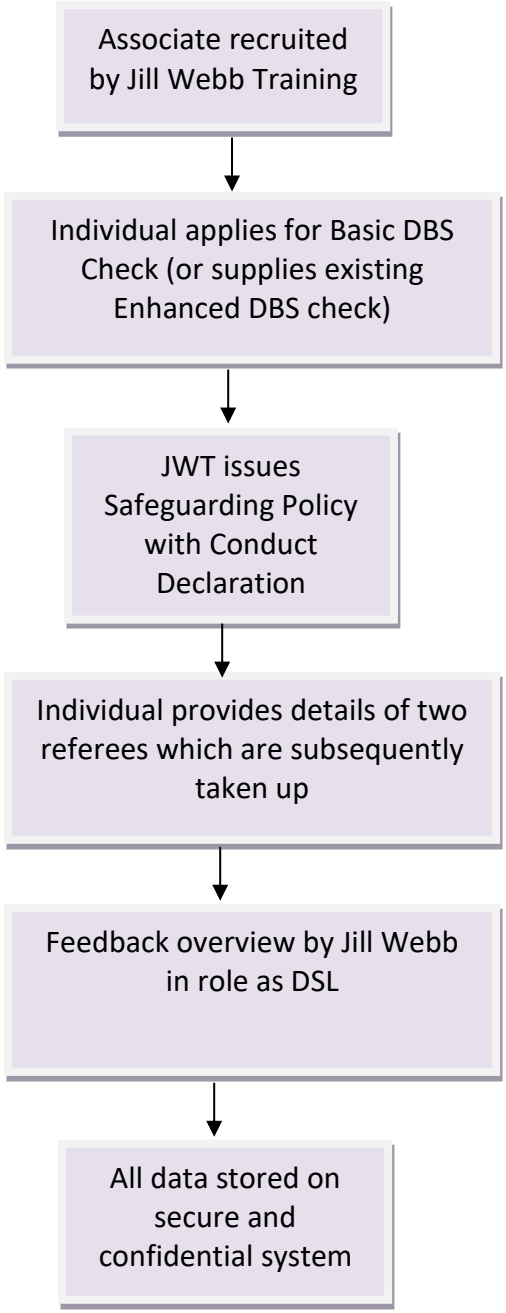
This Policy will be reviewed every year or earlier if a change in legislation, working practices or feedback from clients or partners necessitates.

On review of this Policy in August 2025, one safeguarding concern had been reported in the last 12 months. This had been recorded and dealt with in accordance with this policy.

Appendix A
Safeguarding Incident Form

Title of event, date and venue	
Name of person completing the form	
What happened?	
When did it happen? (Date and Time)	
Where did it happen?	
What did you do?	
Who was involved?	
Who did you pass this information on to?	
When did you inform Jill Webb in her role as Designated Safeguarding Lead?	
Is there any learning from this incident?	
Any other information	

Appendix B
Incident Log

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

Appendix C
Recruitment Process