

Firstline Training, Advisory and Business Services

Safeguarding Policy

1. Policy Statement

Firstline Training is committed to providing a safe and supportive environment for all learners, staff, and visitors. We recognise our duty to safeguard and promote the welfare of children, young people, and adults at risk.

We will take all reasonable steps to protect individuals from abuse, neglect, exploitation, or radicalisation and ensure that concerns are dealt with promptly, appropriately, and effectively.

2. Scope

This policy applies to:

- All staff, trainers, assessors, contractors, and volunteers associated with Firstline Training.
- All learners enrolled on any of our training programmes.
- All visitors to our premises or online learning environments.

3. Aims and Objectives

The aims of this policy are to:

- Protect learners and staff from harm, abuse, or exploitation.
- Promote a culture of openness, trust, and accountability.
- Ensure that all staff understand their safeguarding responsibilities.
- Provide clear procedures for identifying and responding to safeguarding concerns.
- Comply with relevant legislation and statutory guidance.

4. Legal Framework

This policy is informed by and complies with:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- Care Act 2014
- Keeping Children Safe in Education (2023)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018 and UK GDPR

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5. Definitions

- Safeguarding - Protecting an individual's right to live in safety, free from abuse or neglect.

Child - Anyone under the age of 18.

- Adult at Risk - Anyone aged 18 or over who has care and support needs and may be unable to protect themselves from harm or exploitation.

- Abuse - Can include physical, emotional, sexual, financial, or discriminatory abuse, neglect, exploitation, and radicalisation.

6. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Managing safeguarding concerns, disclosures, and referrals
- Liaising with external agencies such as the police or local authority safeguarding boards.
- Maintaining secure safeguarding records.
- Ensuring staff receive regular safeguarding and Prevent training.

Designated Safeguarding Lead (DSL):

Garry Commey

Contact: Unit 107 Manak House, Kangley Bridge Road London SE26 5AL

Tel: 07894501326 Email: training@firstlineservices.co.uk

All Staff and Trainers

All staff must:

- Complete safeguarding and Prevent training as required.
- Be alert to signs of abuse, neglect, or radicalisation.
- Report any safeguarding concerns immediately to the DSL.
- Maintain confidentiality and share information only with appropriate personnel.

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7. Types of Abuse and Warning Signs

Common forms of abuse include:

- Physical, emotional, or sexual abuse
- Neglect or self-neglect
- Financial or material abuse
- Discriminatory abuse
- Domestic abuse
- Radicalisation and extremism (Prevent Duty)

Staff should be aware of changes in behaviour, unexplained injuries, signs of distress, or concerning online activity.

8. Reporting and Responding to Concerns

If a safeguarding concern arises:

1. Listen - Do not promise confidentiality; reassure the individual.
2. Record - Write down what was said using the person's own words.
3. Report - Pass the information to the DSL immediately.
4. Do not investigate - Leave this to trained professionals.
5. All concerns will be recorded and handled in line with local safeguarding procedures and confidentiality requirements.

9. Safer Recruitment

Firstline Training is committed to safer recruitment practices by:

- Conducting enhanced DBS checks for all relevant roles.
- Verifying identity and qualifications.
- Obtaining appropriate references.
- Providing induction and ongoing safeguarding training.

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10. Training and Awareness

All staff will receive:

- Initial safeguarding and Prevent training during induction.
- Annual refresher training to maintain awareness.
- Updates on emerging safeguarding issues as required.

11. Information Sharing and Confidentiality

- Information will only be shared with relevant agencies on a need-to-know basis.
- All records will be stored securely and in line with data protection legislation.

12. Prevent Duty

Firstline Training recognises its duty under the Counter-Terrorism and Security Act 2015 to prevent individuals from being drawn into terrorism.

We will:

- Identify and report signs of radicalisation.
- Promote British Values (democracy, rule of law, individual liberty, respect, and tolerance).
- Refer concerns to the Channel Programme where appropriate.

13. Policy Review

This policy will be reviewed annually or sooner if legislation or guidance changes.

Date of Last Review:

10/11/2025

Next Review Due:

9/11/2026

Approved by: Anthony Etse - Centre Head