



# Kate's Training CIC

## Safeguarding Policy

### Safeguarding Statement

At Kate's Training CIC we are committed to Safeguarding and Protecting Children, Young People and Vulnerable Adults. This policy applies to everyone who works within our organisation, including directors, staff, volunteers, trainers, contractors, and anyone, who works on our behalf.

### Purpose of this policy

Our organisation is a training company, registered within educational sector. We aim to deliver training and workshops to all groups of people, including Children, Young People, and Vulnerable Adults. We will also provide additional support services, including emotional and practical support for the students and free community events and workshops.

**Safeguarding is everyone's responsibility.** The purpose of this policy is to:

1. **Protect Children and Young People** who receive our services from abuse/harm. This includes children of adults who use our services.

**Child** is anyone who is under age of 18.

#### Safeguarding Children and Young People includes:

- Protecting children from maltreatment.
- Preventing impairment on children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.
- Protect vulnerable adults who receive our services from harm.
- Safeguarding vulnerable adults. Vulnerable adults are adults that have special needs of care, disabilities, mental health problems or substance misuse.

2. **Protect Vulnerable Adults** from abuse/harm. This includes any Vulnerable Adult who is using our service.

**Vulnerable Adult** is a person above age of 18 who might be at higher risk of harm and unable to protect himself due to physical or mental illness or impairment, age or any other type of risk, e.g. due to being a member of minority due to religion or beliefs, skin colour or sexual orientation. We include in this policy also people who are temporarily more vulnerable, e.g. pregnant women and people who are homeless, temporarily physically or mentally ill.

#### Safeguarding Vulnerable Adults includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect and to stop them from happening.

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- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.
- Protect women, especially pregnant women from Domestic Abuse and any forms of abuse.
- Protect all people who receive our services from harm and to ensure that everyone feels safe.
- Provide our staff, trainers and volunteers with the principles that guide our approach to child protection.

### **We believe that:**

- No person, especially Children and Young People or Vulnerable Adults should ever experience abuse or neglect.

### **We understand:**

- As **abuse** we understand violation of a person's rights by another person or persons that can vary from treating someone with disrespect in a way, that significantly affects the person's enjoyment of life, to causing actual physical harm.  
The main categories of abuse are: emotional, physical, sexual and domestic abuse.
- As **neglect** we understand a persistent failure to meet a person's basic physical and emotional needs, likely to result in the serious impairment of the person's health and development.  
Neglect can be towards another person or themselves (self-neglect).

### **We recognise that:**

- We have a duty to promote the welfare of all Children and Young People and Vulnerable Adults, to keep them safe and to practise in a way that protects them.
- The welfare of the Children, Young People and Vulnerable Adults is paramount in all the work we do and all the decisions we make.
- Working in partnership with parents, carers and agencies who support Children, Young People and Vulnerable Adults is essential in promoting the welfare of those, who we care for.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- GDPR and Data Protection Act 2018 is not a barrier in keeping Children, Young People and Vulnerable Adults safe.



## **We will seek to keep Children, Young People and Vulnerable Adults safe by:**

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead (DSL – Designated Safeguarding Lead for children and young people for safeguarding).
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- We will follow the Code of Conduct and keep professional boundaries with those who are under our services.
- Recording and storing and using information professionally and securely, in line with data protection legislation and guidance (more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](http://ico.org.uk/for-organisations)).
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people, and their families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies, who need to know, and involving children, young people, parents, families, and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining a respectful and anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- **If there is a safeguarding concern, it will be shared with the Company Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.**
- **Where we believe that a person that is receiving our services is at risk of significant harm, we will act immediately and call the Emergency Services at 999.**
- **Where we believe that a crime has been committed but a person is not at immediate risk of harm, we will contact the Police at 101.**
- **Where we believe that a child is being abused or neglected but there is no immediate risk of harm, we will report it to Children Social Care at 0300 303 0440 within the Rochdale Borough Council or NSPCC at 0800 800 5000. If we facilitate training outside of Rochdale, we will contact the relevant Services to the area or NSPCC.**
- **Where we believe that a vulnerable adult is at risk of abuse or neglect but is not at immediate risk of harm, we will report it to Adult Social Care at 0300 303 8875**

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or 0300 303 8875 (out of office hours) within Rochdale Borough Council or to relevant Adult Social Care department within the area.

- Where there is no risk of harm, but a family needs support we will signpost to the relevant Services, e.g. Home-Start or Early Help. We will seek advice from EHASH (Rochdale) and MASH and relevant service providers where appropriate.
- Where is no risk of harm but a Family needs support, we will obtain consent from the parents or carers.
- We will treat all concerns with high confidentiality and share only with the appropriate services.

### **Minimum Learner's Age for Classroom-based training**

The minimum age for most training at Kate's Training CIC is 16 years old. Please contact us before booking training for anyone below the age of 18.

- For some of our training minimum legal Age is 14, 16 or 11 years old, however we are committed to safeguarding, and we have to ensure that we have enough staff to safeguard Children and Young People.
- We are happy to provide training for children at schools, community centres and other settings ensuring, that we are the facilitator but the teachers, staff members or carers are responsible for the Children all the time.
- We provide training for Children – Mini Medics First Aid and Mental Health. During this training parents/carers are responsible for their children all the time and must sign a short agreement form to state, that they are responsible for their Children all the time.
- During our events for parents and children parents will sign a disclaimer that they are responsible for their children.

### **Online Safety – Distance Learning Training**

We are committed to keep Children and Young People safe online, therefore the minimum age for all online training - Distance Learning Training, including Blended Training (partially in classroom and partially online (via Zoom or Teams) is 18.

- ID is required for all our online regulated (RQF) training.

### **Our Directors, Staff, Volunteers, Trainers, Contractors**

We will ensure that everyone who joins our services is safeguarded at all times.

- All our directors, staff, volunteers and contractors will have enhanced DBS check with Barred list for Children and Adults.
- All our directors, staff, volunteers and contractors will have to read and sign the Safeguarding Policy prior to acting/performing duties.
- All our directors, staff, contractors and volunteers will have to complete the Safeguarding Level 1 or relevant training prior to performing their duties unless they have equivalent or higher qualification. This will be provided free of charge by Kate's Training CIC.

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- All directors, staff, contractors and volunteers will be required to join annual refresher training each year. This will be provided free of charge by Kate's Training CIC, organised or approved by the CIC.
- The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will be required to have Level 3 Safeguarding or relevant qualification. This will be provided free of charge by Kate's Training CIC. The DSL and DDSL are responsible for keeping their knowledge up to date and join any further training that will help with their role, for example relevant training with Rochdale Safeguarding Partnership Board (RBSCP/RBSAB) or with NSPCC.
- DSL and DDSL will seek advice from Safeguarding services.

## **Definitions**

**Child** - anyone who did not reach their 18th Birthday.

**Vulnerable Adult** - is a person above age of 18 who might be at higher risk of harm and unable to protect himself due to physical or mental illness or impairment.

**Safeguarding** - protecting children, young people and vulnerable adults from significant harm.

**Significant harm** - can include any form of abuse and neglect, accident or injury that can affect adversely progress and enjoyment of life.

**Abuse** - violation of an individual human's rights by another person or persons (vary from disrespect/affecting quality of life to physical suffering). The main categories of abuse are physical, sexual, emotional, and domestic. For full list and explanation please see: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>.

**Neglect** - persistent failure to meet a person's basic physical and psychological needs (results in impairment in health and development). Neglect could also take a form of self-neglect.

**Risk** – how likely the harm is going to occur.

**Early Help** – this means taking action in order to support a child, young person or their family in the early stage of the problems – as soon as the problem arises.

**Early Help Assessment** – this is a holistic assessment that includes the whole Family of the child or children that need support. On this level the Family will be asked for consent and the Services will work with the Family.

**'Child In Need' (CIN)?** (Section 17 of the Children Act 1989) - a child or adult in need are **people who are unlikely to reach or maintain a satisfactory level of health or development**, or their health and development will be significantly impaired, without the provision of services, plus those who are disabled. This can also include children who are themselves young carers.

**Child protection (CP):** (Section 47 of the Children Act 1989) - a **process for responding** to individual children who are suffering or likely to suffer significant harm as a result of abuse or neglect. (duty of LA)



**'Looked after Children' (LAC)** (Section 20 of the Children Act 1989) - those **looked after the state**. A child is 'Looked After' if they are in the care of the Local Authority for more than 24 hours. Section 20 is about providing accommodation for children who cannot safely stay with their parents.

## **Legal framework**

This policy has been drawn up based on legislation, policy and guidance that seek to protect Children, Young People and Vulnerable Adults in England.

### **List of legislation (not definite):**

- The United Nations Convention on the Rights of Child 1989 (Children Act 1989)
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- The Care Act 2014
- The Mental Capacity Act 2014
- Information Sharing 2015
- What to do if you are worried a child is being abused 2015
- Children and Social Care Act 2017
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025

A summary of the key legislation and guidance is available from:

<https://nspcc.org.uk/childprotection>.

## **Supporting documents**

This policy statement should be read alongside our other organisational policies.

## **Nominated person – Designated Safeguarding Lead**

Persons responsible to implement the Safeguarding Policy within the company is: **Kate Gorski** (Designated Safeguarding Lead (DSL). **CONTACT:** [kate@katestraining.uk](mailto:kate@katestraining.uk) and state 'Private and Confidential' or **01617062276** or **07362512257**. Deputy DSL for the company is Katherine Metcalfe, please email 'support@katestraining.uk and state 'Private and Confidential'.

Should you have any questions regarding our safeguarding provision, approach and policies or any safeguarding concerns, that arise during our training, please contact the number and email above. **Please note, that a safeguarding concern that requires immediate action you should always call 999. This would be a situation where yourself or another person is at serious risk of harm.**

This policy is reviewed every 12 months from the approval/last review date and as and when required and should be read alongside our other organisational policies.

**Policy Team:** Kate Gorski, Piko Choi, Damian Gorski, Katherine Metcalfe. **Last review:** 25/11/2025.

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