



Safeguarding Children and Adults Policy

Kate's Training CIC

1. Safeguarding Statement

Kate's Training CIC is committed to safeguarding children, young people and adults at risk. This policy applies to directors, staff, volunteers, trainers, contractors and anyone working on our behalf.

2. Policy Purpose

Kate's Training CIC provides education, training, workshops, practical help, emotional support and free community events. We may work with children, young people and adults at risk. This policy explains how we will prevent harm, respond to concerns and support the people who use our services.

2.1 Safeguarding Children and Young People

2.1.1 A child is anyone under 18 years old.

2.1.2 Scope of Safeguarding for Children and Young People

- Protecting children from maltreatment.
- Preventing impairment of 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.
- Protect adults who may be at increased risk because of care and support needs, disability, poor mental health, illness, substance misuse or other circumstances.

2.2 Safeguarding Vulnerable Adults

2.2.1 An adult at risk is a person aged 18 or over who has care and support needs, is experiencing or may experience abuse or neglect, and may be unable to protect themselves. Vulnerability can also be temporary and linked to circumstances such as illness, pregnancy or homelessness.

2.2.2 Scope of Safeguarding for Vulnerable Adults

- Protect their right to live safely, free from abuse and neglect.
- Work together to prevent and stop abuse or neglect.
- Promote wellbeing and respect people's views, wishes, feelings and beliefs.
- Protect women, especially during pregnancy, from domestic and other abuse.
- Protect everyone using our services from harm and help them feel safe.
- Give staff, trainers and volunteers clear child-protection principles.

3. Safeguarding Principles

Safeguarding is everyone's responsibility. No child, young person or adult at risk should experience abuse, neglect or exploitation.

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4. Understanding Abuse and Neglect

- Abuse is any action or failure to act that violates a person's rights or causes harm. It may range from serious disrespect and loss of dignity to physical injury.
- Abuse may be physical, emotional, sexual, domestic, financial, organisational or discriminatory, and may include exploitation.
- Neglect is a failure to meet a person's basic physical, emotional or care needs, which may seriously affect their health, safety or development.
- Neglect can be of another person or themselves (self-neglect).

5. Safeguarding Responsibilities and Considerations

- We will promote welfare, prevent harm and take action to protect children, young people and adults at risk.
- The welfare of the person at risk comes first in our work and decision-making.
- We will work appropriately with parents, carers and relevant agencies to promote safety and wellbeing.
- Everyone has an equal right to protection from harm, without discrimination.
- Some people may face additional risk because of their experiences, dependency, communication needs or circumstances.
- We will provide additional safeguards when a person's needs or circumstances require them.
- Data protection law does not prevent necessary and proportionate information sharing to protect someone from harm.

6. Our Safeguarding Commitments

Measures to Protect Children, Young People and Vulnerable Adults

- Valuing, listening to and respecting them.
- Appointing a nominated Designated Safeguarding Lead (DSL) for children and young people.
- 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.
- Managing staff and volunteers through safe recruitment, appropriate checks, supervision, support, training and quality assurance.
- Following our Code of Conduct and maintaining professional boundaries with everyone who uses our services.
- Recording, storing and sharing information securely, lawfully and only with people or services that need it.
- 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.

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- Using our procedures to report concerns and share relevant information with the agencies that need to know, while involving the person, parents or carers when appropriate and safe.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining a respectful, 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.
- **Report every safeguarding concern to the Designated Safeguarding Lead (DSL) or Deputy DSL as soon as possible.**
- **If anyone is in immediate danger or at risk of serious harm, call 999 immediately.**
- **If a crime may have been committed but there is no immediate danger, contact the police on 101.**
- **If a child may be experiencing abuse or neglect but is not in immediate danger, contact Rochdale Children's Social Care on 0300 303 0440 during office hours or 0300 303 8875 outside office hours. Professionals should use the Children's Services Portal. For concerns outside Rochdale, contact the relevant local authority or the NSPCC on 0800 800 5000.**
- **If an adult at risk may be experiencing abuse or neglect but is not in immediate danger, report the concern to Rochdale Adult Social Care using its safeguarding route or call 0300 303 8875 outside office hours. Outside Rochdale, contact the relevant local authority.**
- **If there is no immediate safeguarding risk but a person or family needs help, we will seek advice and signpost or refer them to appropriate support services.**
- **We will ask for consent before making a support referral where consent is appropriate. We will not delay necessary safeguarding action to protect someone from harm.**
- **We will handle concerns sensitively and confidentially, but we cannot promise secrecy. Information will be shared only when needed to protect someone or meet a legal duty.**

7. Minimum Age for Classroom-Based Training

The usual minimum age for classroom training is 16. Please contact us before booking training for anyone under 18 so that we can confirm the course requirements and safeguarding arrangements.

- Some courses may legally accept learners aged 11, 14 or 16. We will only offer these courses when suitable staffing, supervision and safeguarding arrangements are in place.



- When we deliver training in schools, community centres or similar settings, our trainer will facilitate the session. The setting's staff, teachers or carers remain responsible for supervising the children unless a written arrangement states otherwise.
- For Mini Medics First Aid and Mental Health training, a parent or carer must remain responsible for their child throughout the session and sign the required agreement.
- At events for parents, carers and children, the parent or carer must sign an agreement confirming that they remain responsible for their child.

8. Online Safety and Distance Learning

The minimum age for online and blended training delivered through platforms such as Zoom or Teams is 18. This helps us manage identity, privacy, supervision and online safety risks.

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

9. Safeguarding Requirements for Directors, Staff, Volunteers, Trainers and Contractors

We will use safe recruitment, checks, induction, training, supervision and clear reporting routes to safeguard everyone who uses our services.

- Directors, staff, volunteers and contractors will receive the level of DBS check, including barred-list checks where legally permitted and required, that is appropriate to their role.
- Before starting their duties, they must read this policy, understand their responsibilities and confirm that they will follow it.
- Before carrying out their duties, they must complete Safeguarding Level 1 training or hold an equivalent or higher qualification. Kate's Training CIC will provide the required training free of charge.
- They must complete refresher training every year. Kate's Training CIC will provide, organise or approve this training.
- The DSL and Deputy DSL must hold Level 3 safeguarding training or a relevant equivalent qualification. They must keep their knowledge current, complete additional role-specific training and seek advice from safeguarding partners when needed.
- DSL and DDSL will seek advice from safeguarding services.

10. Key Definitions

Child — anyone under 18 years old.

Adult at risk — a person aged 18 or over who has care and support needs, is experiencing or may experience abuse or neglect, and may be unable to protect themselves.

Safeguarding — action taken to protect a person's safety, rights and wellbeing and to prevent or respond to abuse, neglect or exploitation.

Significant harm — serious harm caused by abuse, neglect, exploitation, injury or other circumstances that substantially affect a person's safety, health, development or wellbeing.

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Abuse — behaviour or a failure to act that violates a person's rights or causes harm. It may be physical, sexual, emotional, domestic, financial, organisational or discriminatory, and may include exploitation. Further information is available from the [NSPCC](#).

Neglect — a failure to meet a person's basic physical, emotional or care needs. Neglect may be caused by another person or may involve self-neglect.

Risk — the likelihood that harm will occur.

Early Help — taking action to support a child, young person or their family at an early stage – as soon as the problem arises.

Early Help Assessment — a whole-family assessment used to understand needs, agree support and coordinate services. Consent will normally be requested where appropriate.

Child in Need (section 17, Children Act 1989) — a child who may not achieve or maintain a reasonable level of health or development without services, whose health or development may be significantly impaired without support, or who is disabled.

Child protection (section 47, Children Act 1989) — the formal response when there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.

Looked-after child — a child who is in the care of, or provided with accommodation by, a local authority for more than 24 hours.

11. Legal and Regulatory Framework

This policy is based on the law and current safeguarding guidance that apply in England. We will review the framework regularly and update this policy when requirements change.

Relevant Legislation and Statutory Guidance

- The United Nations Convention on the Rights of the Child 1989 (Children Act 1989)
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- The Care Act 2014
- Mental Capacity Act 2005
- 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 2026
- Keeping Children Safe in Education 2026

Key national guidance includes Working Together to Safeguard Children 2026 and Keeping Children Safe in Education 2026. Further safeguarding information is available from the [NSPCC](#).

12. Safeguarding Team and Contact Details

Designated Safeguarding Lead (DSL): Kate Gorski kate@katestraining.uk, 01617062276, 07362512257.

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If the DSL is unavailable, contact a Deputy DSL.

Deputy Designated Safeguarding Lead (DDSL) Katherine Metcalfe katmetcalfe.katestraining@gmail.com

Deputy Designated Safeguarding Lead (DDSL) Eniola Adelakun eniolaadelakun.katestraining@gmail.com

Use the contact details above for safeguarding questions or concerns arising before, during or after training. Mark safeguarding emails “Strictly Private and Confidential”.

If anyone is in immediate danger or at serious risk of harm, call 999. Do not wait to contact the DSL first.

13. Keeping Records

We will keep safeguarding records secure, accurate and accessible only to authorised people. Records will be retained according to legal, regulatory, contractual and safeguarding requirements. Our current approach is to keep safeguarding incident records for at least 20 years, or longer where the law, guidance or the circumstances require it.

14. Reporting Timeframe

Report any safeguarding concern, worry or allegation to the DSL immediately when it is safe and possible to do so, or otherwise as soon as possible. Report it even if you are unsure whether it is a safeguarding matter. The person making the disclosure will be offered emotional support and any other support they need.

15. Policy Review

Read this policy alongside our other organisational policies. The Board will review it at least every 12 months and sooner when the law, guidance, risks or our services change.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Designated Safeguarding Lead	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257
Deputy Designated Safeguarding Lead	Katherine Metcalfe, katmetcalfe.katestraining@gmail.com
Deputy Designated Safeguarding Lead	Eniola Adelakun, eniolaadelakun.katestraining@gmail.com
Effective date	1 st September 2026
Next review	1 st September 2027, or sooner if required
Applies to	Everyone who is involved in- or with our services

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