

Achievement Training & Skills

Safeguarding Policy

2025 – 2026

Document Revision

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Next Review Date	01 Sep 2026	Appointment: E. Johnson (Chief Operations Officer)
<p>All company policies are to be reviewed by the Policy Leads/Chief Operations Officer annually or earlier where circumstances dictate.</p> <p>Policy Leads: Charlotte Yaxley (Designated Safeguarding Lead) 07818 498912 Lucy Simpson (Designated Safeguarding Deputy) 07799 362557</p>		

Achievement Training & Skills (ATS) Safeguarding Policy

Introduction

The company recognises the responsibility to safeguard children, young people and vulnerable adults and is committed to keeping them safe. The company will comply with the, Working Together to Safeguard Children (2018) and Keeping Children Safe in Education' (2025).

The primary aim of the Safeguarding Policy is to promote the welfare of all children, young people and vulnerable adults and practice in a way that protects them from harm.

In addition, the company aims to:

- Create a safe and secure environment where learners and staff are listened to when they have a concern.
- Ensure all staff have a clear understanding about their safeguarding responsibilities.
- Enable all staff to have a clear understanding of how these responsibilities should be carried out.
- Embed safeguarding throughout the learner journey.
- Ensure a straightforward reporting system should a concern be raised.

To achieve this, the company will:

- Adopt an open-door policy to encourage learners and staff to speak up as and when important situations arise.
- Carry out progress reviews with learners to support progression, identify areas of need and encourage self-confidence.
- Provide effective management for staff through supervision, support and training monitored via CPD and appraisal documentation, webinars and quarterly meetings with Safeguarding Champions.
- Raise awareness of the effects of neglect and abuse and be alert to potential indicators of abuse and neglect through Safeguarding training for all staff.
- Liaise and work together with external agencies involved in Safeguarding.
- Recruit safely, ensuring satisfactory DBS checks are carried out on all staff working with children, young people and vulnerable adults.
- Use the learner induction to discuss code of conduct and whom learners can approach if they have a concern.
- Take opportunities to discuss safeguarding through teaching and learning.
- Apply a zero tolerance for bullying in everyday practice.

Related Issues

Safeguarding covers more than the contribution made to child protection in relation to individual young people. It also encompasses issues such as pupil health and safety, bullying and a range of other issues. For example, arrangements for meeting the medical needs of children, providing first aid, building security, drugs and substance misuse, positive behaviour, etc. There may also be other safeguarding issues that are specific to the local area or population that need to be identified in partnership with the Local Authority e.g. gang membership and the safeguarding of vulnerable adults.

The company has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore compliments and supports a range of other safeguarding issues including:

- Bullying, including cyber bullying.
- Young people missing education.
- Young people missing from home or education.
- Child sexual exploitation (CSE).
- Child criminal exploitation.
- Domestic violence.
- Drugs.
- Fabricated or induced illness.
- Faith abuse.
- Female genital mutilation (FGM).
- Forced marriage.
- So called honour-based violence.
- Gang and youth violence.
- Gender based violence/violence against woman and girls.
- Hate.
- Mental health.
- Preventing radicalisation.
- Relationship abuse.
- Sexting.
- Sexual violence and sexual harassment between children.
- Trafficking.

Roles and Responsibilities

All staff have a responsibility to follow the company's safeguarding procedures. Abuse can occur in all cultures, racial and religious groups and staff must be sensitive and respectful of ethnic and cultural backgrounds and these factors must not be used as a reason for non-intervention.

Designated Safeguarding Officer

- Ensure that all staff working with learners undertake safeguarding training as part of their induction to equip them to carry out their responsibilities for safeguarding effectively and that this is kept up to date by refresher training at three yearly intervals, in line with advice from the Local Safeguarding Children Board (LSCB).
- Ensure that the training centre operates within the legislative framework and recommended guidance and any changes are communicated effectively across the organisation.
- Ensure that all staff, know where to locate and how to follow safeguarding procedures.
- Develop effective working relationships with other agencies and services.
- Decide upon the appropriate level of response to specific concerns and ensure that all records are completed accurately and efficiently and stored appropriately.
- Ensure that any referrals are carried out within 24-hours.
- Liaise and work with Social Care teams, the Police, health services and other services over suspected cases of child abuse.
- Ensure that cause for concerns is effectively monitored.
- Provide guidance to staff about obtaining suitable support.
- Maintain up to date knowledge and training in dealing with child protection concerns.
- Maintain a central register of all staff working with learners.
- Ensure DBS checks are carried out and updated in a timely fashion.

Staff

- Provide a safe environment in which children and young adults can learn.
- Know the systems and procedures which support safeguarding.
- Attend CPD training.
- Be alert to the signs of abuse, neglect, radicalisation and violent extremism.
- Question the behaviour of children and young people and not necessarily take what you are told at face value.
- Know where to turn to if you need to ask for help.
- Refer concerns directly to the local authority if you suspect that a child or young person is at risk of harm or is in immediate danger.

Confidentiality

Learners are advised that staff cannot guarantee confidentiality and may need to share information with others. If a learner confides in a member of staff and requests that the information is kept secret, the member of staff must tell the learner that he or she has a responsibility to refer cases of alleged abuse to the designated person for the learner's own safety. However, the learner should be assured that staff who receive information should share that information only within appropriate professional contexts.

All cause for concerns and disclosures is recorded and stored in a secure location.

KCSIE (Keep Children Safe in Education) 2025

As an apprenticeship provider, we are committed to the safeguarding and protection of all our apprentices. In line with Keeping Children Safe in Education (KCSIE) 2025 guidance, we ensure that our safeguarding practices meet the highest standards outlined for educational institutions and training providers.

We take the following actions to comply with KCSIE 2025:

Designated Safeguarding Lead (DSL): We have appointed a DSL who is responsible for overseeing all safeguarding concerns and ensuring that KCSIE guidance is consistently followed. The DSL is the primary contact for safeguarding referrals and works closely with external agencies to protect the well-being of our apprentices.

Staff Training: All staff members receive regular updates regarding safeguarding matters and receive mandatory safeguarding training every two-years. Staff are updated regularly to reflect changes in KCSIE. This includes training on identifying signs of abuse, online safety, Prevent duty, and the correct procedures for reporting safeguarding concerns.

Safe Recruitment: Our recruitment process adheres to safer recruitment practices, including enhanced DBS checks and reference verification, as stipulated by KCSIE. This ensures that all staff and employers involved in our apprenticeship programs are suitable to work with apprentices. Two senior leaders of the ATS team hold the Safer Recruitment in Education training which is updated accordingly.

Apprentice and Employer Awareness: We provide safeguarding inductions to apprentices and employers, informing them of their rights and responsibilities under KCSIE. This includes clear guidance on how to report concerns and where to seek support.

By embedding KCSIE 2025 principles into our safeguarding policy, we aim to create a safe, supportive environment that promotes the well-being of all our apprentices.

Safeguarding Policy Updates in Line with KCSIE 2025

Online Safety and Digital Resilience:

We recognise the growing range of online risks faced by apprentices, including exposure to harmful content, misinformation, disinformation, conspiracy theories, cyberbullying, and online grooming or radicalisation. Our training programmes will integrate online safety education to help apprentices critically evaluate online information, use technology responsibly, and understand how to report and manage digital risks. We will also ensure that our filtering and monitoring systems meet DfE standards and reflect the latest guidance on artificial intelligence (AI) and cybersecurity.

Mental Health and Wellbeing:

In line with the strengthened emphasis in KCSIE 2025 on the link between mental health and safeguarding, we are committed to recognising and responding to signs of emotional distress or mental health challenges in our apprentices. Our staff will receive appropriate training to identify concerns early and refer individuals to internal or external support services to ensure their wellbeing and safety.

Safer Recruitment and Staff Conduct:

Our recruitment and vetting processes will comply with KCSIE 2025 requirements to ensure all staff, contractors, and volunteers working with apprentices are suitable to do so. This includes enhanced DBS checks, verification of identity and employment history, and continuous vigilance in monitoring conduct. We will also maintain clear expectations regarding professional behaviour, including online and digital conduct.

Low-Level Concerns and Culture of Openness:

We promote a transparent and accountable safeguarding culture where all concerns—no matter how small—are reported and addressed appropriately. In line with KCSIE 2025, low-level concerns about staff behaviour will be recorded and managed in a way that protects both apprentices and staff, reinforcing a safe and respectful environment.

Partnership and Multi-Agency Working:

We will continue to collaborate actively with local safeguarding partners, employers, and relevant external agencies to share information, coordinate responses, and ensure that apprentices at risk receive timely and effective support.

Supporting Vulnerable and At-Risk Groups:

We are strengthening our support for apprentices from vulnerable or marginalised groups, including those with SEND, care-experienced young people, and those in kinship or alternative care arrangements. Our safeguarding approach will be person-centred, inclusive, and responsive to individual needs, in line with KCSIE 2025's emphasis on equality and tailored support.

These updates reaffirm ATS's commitment to maintaining a proactive, inclusive, and up-to-date safeguarding framework that reflects the latest KCSIE 2025 guidance—ensuring all apprentices are protected, supported, and empowered to thrive.

Counter Terrorism

In accordance with the Counter Terrorism and Security Act, the company has a responsibility to safeguard our learners and prevent people from being drawn into terrorism. The company views Prevent within the safeguarding responsibilities and as such, in the instance of a concern, this should be reported in accordance with the safeguarding procedure.

Any identified concerns as the result of observed behaviour or reports of conversations to suggest that the young person supports terrorism and/or extremism, must be reported to the Designated Safeguarding Officer (DSO).

PREVENT is a key part of the government's strategy to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of Prevent in diverting people away from being drawn into terrorist activity. Prevent happens before any criminal activity takes place. It is about recognising, supporting and protecting people who might be susceptible to radicalisation.

In support of this strategy, the company will:

- Ensure that students and staff are aware of their roles and responsibilities in preventing violent extremism.
- Ensure all staff have an awareness of the Prevent agenda and the various forms radicalisation takes in being able to recognise signs and indicators of concern and respond appropriately.
- Ensure learner safety and that the training centre is free from bullying, harassment and discrimination.
- To provide support for learners who may be at risk and appropriate sources of advice and guidance.
- To promote and reinforce shared values; to create space for free and open debate, and to listen and support the learner voice.
- Promoting wider skill development such as social and emotional aspects of learning.
- Implementing antibullying strategies and challenging discriminatory behaviour.
- Raise awareness of the threat from violent extremists' groups and the risks for young people.

Equality and Diversity

We recognise that all children and young people have a right to equal protection from all types of hard or abuse regardless of age, gender racial heritage, religious belief, sexual orientation or identify. In addition, we acknowledge that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. In line with our Equality, Diversity & Inclusion policy the company is committed to anti- discriminatory practice.

Female Genital Mutilation

FGM and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a young adult that might be at risk of HBV, they should inform the DSO who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers/assessors. [Section 5B of the Female Genital Mutilation Act 2003](#) (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers/assessors in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers/assessors on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015).

We recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fmufco.gov.uk.

Peer-on-Peer Abuse

We recognise that young people are also vulnerable to physical, sexual, and emotional abuse by their peers or siblings. Abuse perpetrated by a young people can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding procedures will apply in respect of any young person who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer-on-peer abuse; it must never be tolerated or passed off as ‘banter’, ‘just having a laugh’ or ‘part of growing up’.

Staff are aware that safeguarding issues can manifest themselves via peer-on-peer abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Sexual violence and sexual harassment.
- Upskirting.
- Sexting (also known as youth produced sexual imagery).
- Initiation/hazing type violence and rituals.

Reporting Concerns or Allegations of Abuse

All members of staff and associates must report any concerns or allegation of harm immediately to the DSO. All members of staff have multiple reporting methods. These are:

- My Concern Safeguarding Platform (linked with the VLE).
- Cause for Concern forms submitted via the VLE.
- Cause for Concerns submitted via My Voice app.
- Cause for Concerns verbally communicated.

Regardless of the method used, all appropriate Cause for Concern information is communicated in a timely manner to the DSO.

In the absence of the DSO, the matter should be reported to the person identified as their deputy. In the event of neither of these individuals being available the matter should be reported to the company directors. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Public/Family Protection Unit.

In the case of it being out of hours, ATS has two qualified DSO's listed below, also on the front page of this policy, and on the VLE (Charlotte Yaxley and Lucy Simpson), are contactable 24/7. The county Emergency Duty Team could be contacted. Any alert raised must be communicated by the fastest possible means and followed up with the Cause for Concern Form. Safeguarding documentation and information in relation to a Cause for Concern is to be kept strictly confidential and not to be discussed with anyone without prior permission from the DSO.

The Cause for Concern form is to be submitted to the DSO immediately of any allegation being made, however any allegation should have already been communicated by the fastest possible means. On acknowledgement of the Cause for Concern the DSO will begin a Record of Events, this will be held electronically on the My Concern Safeguarding Platform. Security measures are in place to ensure confidentiality. Any information given is only accessible by the DSO and those the DSO deem relevant.

The DSO will, if deemed appropriate identify trained staff members within the organisation to deal with the Cause for Concern. The DSO will maintain a Record of Events and record all information attained at this stage; any party involved in the case will also have access to maintain the Record of Events.

If deemed appropriate by the DSO a Safeguarding Strategy meeting will be put in place to discuss the Cause for Concern raised and will be dealt with by the team assembled by the DSO. On conclusion of the factual evidence the Record of Events will be collated and submitted to appropriate parties to illustrate, information gathered and provide an indication of how the Cause for Concern will be managed going forward.

This Record of Events and its findings will clearly define who will be responsible for actions on any recommendations made. Throughout the process all staff involved are to give maximum communication, and support to internal and external agencies.

DSO for ATS: Charlotte Yaxley

Tel: 07818 498912 Email: charlotte@positiveachievement.co.uk

Deputy DSO for ATS: Lucy Simpson

Tel: 07799 362557 Email: lucy@positiveachievement.co.uk

Reporting Links

My Concern

<https://login.thesafeguardingcompany.com/identity/Account/Login?ReturnUrl=%2F>

All Safeguarding Champions for each delivery site will have individual secure log ins for this platform.

VLE

https://vle.achievement-training-and-skills.co.uk/sign-in/?_redirected=yes

All appropriate stakeholders have access to reporting a concern via the VLE.

Support Links

Mind

<https://www.mind.org.uk/need-urgent-help/>

Landline: 03001021234

The Calm Zone

<https://www.thecalmzone.net/>

Landline: 0800 585858

SANEline services:

<https://www.sane.org.uk/how-we-help/emotional-support/saneline-services>

Landline: 0300 3047000

Samaritans

You can call 116 123 free from any phone.

National Suicide Prevention Helpline UK

<https://www.spuk.org.uk/>

Landline: 0800 6895652

PAPYRUS – Prevent of Young Suicide (for anyone aged 35 and under)

<https://www.papyrus-uk.org/>

Landline: 0800 0684141

Text: 88247

Switchboard LGTQIA+ Helpline

<https://switchboard.lgbt/>

Landline: 0800 0119100

ACAS – for free employee/employer advice

<https://www.acas.org.uk/contact>

Landline: 0300 1231100

Childline

<https://www.childline.org.uk/>

Landline: 0800 1111

BEAT – for eating disorder support

<https://www.beateatingdisorders.org.uk/>

Landline: 0808 8010677

Talk to Frank – for drug advice

<https://www.talktofrank.com/>

Landline: 0300 1236600

In a mental health crisis

- If you need urgent help and support for your mental health, you can call 111 and select the mental health option.
- If you, or someone else, is in immediate danger you should call 999 or visit A&E immediately.

Additional Support Links

- In **Norfolk**, please contact the Children’s Advice and Duty Service on their direct line: **0344 800 8021**.
- In **Lincolnshire**, please contact Lincolnshire Children’s Services:
Day time: 01522 782 111 Emergency (out of hours): 01522 782 333.
- **NSPCC Helpline: 0808 800 5000**.

For other counties contact the Local Authority Designated Officer, (LADO) in some areas the LADO is simply known as the Designated Officer (DO).

If you class any incident as an emergency call the Police either on 999 or 101 if the incident is not an emergency. If you contact the LADO or the Police, you should inform the company DSO at the first opportunity.