

Safeguarding Policy 2025 – 2026

1. Purpose

Central Training Group (CTG) is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults. Safeguarding is everyone's responsibility and all staff, contractors, volunteers and partners share a duty to act in the best interests of learners.

This policy sets out how CTG meets its statutory responsibilities and should be read and applied by all staff.

2. Scope

This policy applies to:

- Children and young people under the age of 18
- Vulnerable adults aged 18+ who may be at risk of abuse or neglect
- All CTG staff, directors, subcontractors, volunteers and employers involved in CTG provision

3. Legislative and Statutory Framework

This policy is informed by and complies with the following statutory guidance and legislation:

- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2023
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Children Acts 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

4. Key Safeguarding Principles

CTG is committed to ensuring that:

- Learners are protected from abuse, neglect, exploitation and harm
- Safeguarding concerns are identified early and acted upon promptly
- Learners are listened to and taken seriously
- Safer recruitment practices are followed

- Information is shared appropriately and proportionately
- Multi-agency working is embedded in practice

5. Definitions

A **child** is any person under the age of 18.

A **vulnerable adult** is a person aged 18 or over who may be unable to protect themselves from harm or exploitation due to care or support needs.

Abuse may include physical, emotional, sexual abuse or neglect, exploitation, domestic abuse, discriminatory abuse or radicalisation.

Detailed indicators and examples are contained in staff guidance and training materials.

6. Designated Safeguarding Leads (DSLs)

CTG has appointed senior staff to take lead responsibility for safeguarding.

Designated Safeguarding Leads (DSLs):

- Sarah Ludlow – Director of Quality

Deputy Designated Safeguarding Leads (DDSLs):

- Named deputy leads are in place across CTG centres to ensure safeguarding cover at all times.

DSL Responsibilities

DSLs are responsible for:

- Managing safeguarding concerns and referrals
- Liaising with safeguarding partners, social care, police and Channel
- Supporting staff and learners
- Maintaining secure safeguarding records
- Ensuring staff training and awareness
- Reporting safeguarding activity to the Board

7. Staff Responsibilities

All staff must:

- Read and understand this policy and Part One of KCSIE 2025
- Complete safeguarding and Prevent training at induction and annually
- Be alert to signs of abuse, neglect and radicalisation

- Report concerns immediately to a DSL
- Maintain professional boundaries

No member of staff should investigate safeguarding concerns themselves.

8. Recognising Safeguarding Concerns

Safeguarding concerns may relate to, but are not limited to:

- Physical, emotional or sexual abuse
- Neglect
- Child sexual or criminal exploitation
- Domestic abuse
- Mental health concerns and self-harm
- Online abuse and exploitation
- Radicalisation and extremism

Staff should act on concerns even if they are unsure.

9. Child-on-Child Abuse

CTG recognises that children and young people can abuse other children. This may include sexual violence, sexual harassment, bullying, online abuse or harmful behaviours.

All child-on-child abuse is taken seriously and managed in line with KCSIE 2025, with a focus on safeguarding the victim, managing risk and supporting all learners involved.

10. Online Safety

CTG recognises that safeguarding extends to online activity.

CTG:

- Maintains appropriate filtering and monitoring systems
- Educates learners on online safety risks
- Trains staff to recognise online safeguarding concerns
- Responds promptly to online incidents

Further detail is set out in the CTG Online Safety Policy.

11. Prevent Duty

CTG has a statutory duty to have due regard to the need to prevent people from being drawn into terrorism, supporting terrorism and reducing the influence of radicalisers on susceptible audiences.

CTG ensures that:

- Staff receive Prevent awareness training
- Concerns about radicalisation are treated as safeguarding issues
- Referrals to Channel are made via the DSL
- Learners are supported proportionately and sensitively

12. Responding to Disclosures and Concerns

If a learner discloses a safeguarding concern, staff must:

- Listen calmly and without judgement
- Not promise confidentiality
- Reassure the learner they have done the right thing
- Record concerns accurately using the learner's words
- Report immediately to a DSL

DSLs will determine next steps, including referrals to safeguarding partners or police.

13. Allegations Against Staff

CTG follows KCSIE 2025 procedures for managing allegations against staff.

Allegations must be reported immediately to the Director of Quality and managed in consultation with the Local Authority Designated Officer (LADO) where required.

14. Safer Recruitment

CTG operates robust safer recruitment procedures, including:

- DBS checks
- Reference checks
- Identity and qualification verification
- Ongoing suitability monitoring

15. Record Keeping and Information Sharing

Safeguarding records are:

- Accurate, factual and timely
- Stored securely
- Shared on a need-to-know basis

Information sharing follows Working Together 2023 principles.

16. Training and Review

This policy is reviewed annually or in response to changes in statutory guidance or organisational strategy.

17. Related Policies

- Mentoring Procedures
- Confidentiality Policy
- Missing Learner Procedure
- Online Safety Policy
- Prevent Policy

18. External Sources

- [Keeping children safe in education - GOV.UK](#)
- [Working together to safeguard children 2023 - statutory guidance.pdf](#)
- [14.258_HO_Prevent+Duty+Guidance_v5d_Final_Web_1_.pdf](#)
- [CONTEST_2023_English_updated.pdf](#)

Policy Owner: Director of Quality

Next Review Date: August 2026