



Safeguarding

1. Policy Statement

JC Training & Consultancy Ltd is fully committed to safeguarding and promoting the welfare of all learners, staff, and stakeholders. Safeguarding is a core organisational priority and is embedded within all aspects of our delivery, governance, and operational practice.

We recognise that all individuals have the right to learn and work in an environment that is safe, supportive, and free from harm, abuse, neglect, and exploitation. We adopt a zero-tolerance approach to any form of abuse or unsafe practice.

This policy applies to all employees, subcontractors (where applicable), volunteers, learners, and any third parties acting on behalf of the organisation.

2. Legal and Regulatory Framework

This policy is underpinned by:

- Children Act 1989 and 2004
- Keeping Children Safe in Education (KCSIE) 2025 (applied in 2026 operational practice)
- Working Together to Safeguard Children (latest guidance principles)
- Care Act 2014
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- UK GDPR and Data Protection Act 2018
- Equality Act 2010
- DFE funding and apprenticeship safeguarding requirements



3. Safeguarding Principles

Our safeguarding approach is based on the following principles: the welfare of the learner is paramount; safeguarding is everyone's responsibility; concerns must be acted upon promptly; and early intervention is essential in preventing escalation of harm.

We operate a culture of vigilance, professional curiosity, and accountability across all levels of the organisation.

4. Types of Abuse and Harm

Staff are trained to identify and respond to a wide range of safeguarding concerns, including physical, emotional, sexual, and financial abuse, neglect, domestic abuse, discriminatory abuse, self-harm, exploitation, online abuse, and radicalisation or extremism concerns under the Prevent Duty.

5. Safeguarding Leadership and Key Contacts

JC Training & Consultancy Ltd has clearly defined safeguarding leadership arrangements to ensure accountability and effective escalation.

The **Designated Safeguarding Lead (DSL)** is **Jennifer Crook**, Managing Director, who holds overall responsibility for safeguarding governance, decision-making, and external referrals where required.

- **DSL Name:** Jennifer Crook
- **Email:** jenny.crook@jctrainingandconsultancy.co.uk
- **Telephone:** 07540 285652

The **Deputy Designated Safeguarding Lead (Deputy DSL)** is **Kaley Casson**, who supports safeguarding case management, escalation processes, and continuity of safeguarding oversight.

- **Deputy DSL Name:** Kaley Casson
- **Email:** kaley@jctrainingandconsultancy.co.uk



In addition, safeguarding concerns can be raised at any time via the dedicated safeguarding reporting channel:

- **Safeguarding Email:** safeguarding@jctrainingandconsultancy.co.uk

All concerns will be treated seriously, recorded securely, and escalated appropriately in line with safeguarding procedures.

6. Staff Responsibilities

All staff have a statutory and professional duty to safeguard learners. This includes completing mandatory safeguarding training, maintaining professional boundaries, recognising indicators of abuse or risk, and reporting concerns immediately.

Staff must not investigate concerns independently but must report them promptly to the DSL, Deputy DSL, or safeguarding inbox. Failure to report concerns may result in disciplinary action.

7. Safeguarding Procedures and Escalation

Safeguarding concerns may arise through disclosure, observation, third-party information, or professional judgement. All concerns must be recorded factually and reported without delay.

The DSL or Deputy DSL will assess risk and determine appropriate action, which may include internal monitoring, referral to local authority safeguarding services, contact with Prevent/Channel processes, or escalation to emergency services where immediate risk is identified.

All safeguarding decisions and actions are documented in a secure safeguarding record system.

8. Information Sharing and Confidentiality

JC Training & Consultancy Ltd recognises that effective safeguarding requires appropriate information sharing. While confidentiality is respected, it does not override the need to share information where there is a risk of harm.



All information is shared on a need-to-know basis and in accordance with UK GDPR and the Data Protection Act 2018. Records are securely stored and access is strictly restricted to authorised safeguarding personnel.

9. Prevent Duty

The organisation fully complies with the Prevent Duty under the Counter-Terrorism and Security Act 2015. Staff are trained to identify early indicators of radicalisation and extremist influence and to escalate concerns appropriately.

Where necessary, referrals may be made to the Channel programme or relevant safeguarding authorities.

10. Safer Recruitment

Robust safer recruitment practices are in place to ensure that all individuals working with learners are suitable for their role. This includes identity checks, employment history verification, reference checks, DBS checks where required, and assessment of safeguarding competence during recruitment.

No individual is permitted to work unsupervised with learners without appropriate clearance.

11. Training and Development

All staff receive safeguarding training at induction and refresher training annually. Training covers abuse recognition, reporting procedures, Prevent Duty awareness, professional boundaries, and whistleblowing responsibilities.

The DSL and Deputy DSL receive enhanced safeguarding training appropriate to their roles.



12. Whistleblowing

JC Training & Consultancy Ltd promotes a culture of openness and accountability. Staff are encouraged to raise concerns about unsafe practice or behaviour without fear of reprisal. All whistleblowing concerns are taken seriously and investigated appropriately.

13. Record Keeping

All safeguarding concerns are recorded accurately, securely, and in a timely manner. Records include details of the concern, actions taken, decisions made, and outcomes. Records are retained in line with safeguarding retention requirements and access is strictly controlled.

14. Monitoring and Review

This policy is reviewed annually or sooner if there are changes to legislation, safeguarding guidance, organisational structure, or following a safeguarding incident.

Effectiveness is monitored through internal quality assurance processes and leadership oversight.

15. Emergency Safeguarding Action

Where there is an immediate risk of harm, staff must contact emergency services (999) without delay and then inform the DSL or Deputy DSL as soon as possible.

16. Policy Commitment

JC Training & Consultancy Ltd is committed to maintaining a strong safeguarding culture where concerns are identified early, escalated appropriately, and acted upon effectively. Safeguarding is embedded into all aspects of organisational practice and is central to our duty of care to learners and staff.