

## Safeguarding Policy (Adults & Children)

### Creative Consulting and Training Ltd

**Last Updated:** April 10, 2026

**Review Cycle:** Annual or upon legislative change

### 1. Purpose & Scope

Creative Consulting and Training Ltd (“the Company”) is committed to safeguarding and promoting the welfare of all learners, staff, contractors, and stakeholders.

This policy outlines our approach to:

- Protecting **children, young people, and adults at risk**
- Preventing abuse, neglect, exploitation, and radicalisation
- Responding appropriately to safeguarding concerns

This policy applies to:

- All employees, associates, trainers, and contractors
- All learners (including adults at risk and under 18s)
- All delivery environments (classroom, workplace, and online)

### 2. Policy Statement

Safeguarding is **everyone’s responsibility**.

The Company will:

- Provide a **safe, inclusive, and supportive learning environment**
- Take all reasonable steps to **prevent harm and abuse**
- Ensure staff understand and fulfil safeguarding responsibilities
- Act promptly and appropriately on all concerns
- Work in partnership with **local safeguarding authorities and agencies**

This policy is **mandatory for all staff, contractors, and associates**.

### 3. Legal & Regulatory Framework

This policy is informed by:

- **Care Act 2014**
- **Children Act 1989 & 2004**
- **Working Together to Safeguard Children (2018)**
- **Keeping Children Safe in Education (KCSIE)**
- **Counter-Terrorism and Security Act 2015 (Prevent Duty)**

#### **4. Definition of an Adult at Risk**

In line with the **Care Act 2014**, an adult at risk is a person aged 18 or over who:

- Has needs for care and support
- Is experiencing, or at risk of, abuse or neglect
- Is unable to protect themselves

#### **5. Types of Abuse**

The Company recognises the following categories of abuse:

- Physical abuse
- Emotional/Psychological abuse
- Sexual abuse
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Domestic abuse
- Modern slavery (including human trafficking)
- Self-neglect

We also recognise:

- Radicalisation and extremism (Prevent Duty)

All staff must remain vigilant and report concerns immediately.

#### **6. Roles & Responsibilities**

##### **6.1 Designated Safeguarding Lead (DSL)**

The Company appoints a DSL responsible for:

- Overseeing safeguarding policy implementation

- Managing safeguarding concerns and referrals
- Maintaining safeguarding records
- Liaising with external agencies

DSL contact details are made available to all staff and learners.

## **6.2 Staff & Contractors**

All staff must:

- Complete safeguarding training
- Understand signs of abuse
- Report concerns immediately
- Maintain confidentiality

## **6.3 Senior Management**

Senior leadership is responsible for:

- Policy approval and oversight
- Ensuring compliance with safeguarding legislation
- Monitoring safeguarding effectiveness

## **7. Safer Recruitment**

The Company implements safer recruitment practices, including:

- Identity verification
- Reference checks
- DBS checks (where appropriate)
- Right to work checks

No individual will be permitted to work with learners without appropriate checks.

## **8. Training & Awareness**

- All staff receive safeguarding training appropriate to their role
- Training is refreshed annually
- DSL receives advanced safeguarding training every two years

## **9. Safeguarding Procedures**

### **9.1 Reporting Concerns**

- All concerns must be reported immediately to the DSL
- If unavailable, escalate to senior management

### **9.2 Recording**

- All concerns are recorded in a secure safeguarding log
- Records are factual, accurate, and confidential

### **9.3 Escalation**

Where appropriate, concerns will be referred to:

- Local Authority Safeguarding Adults Team
- Police
- Social Services

### **9.4 Whistleblowing**

Staff are protected when raising safeguarding concerns in good faith.

## **10. Multi-Agency Working**

The Company works in partnership with:

- Local Safeguarding Adults Boards / Partnerships
- Local Authorities
- Other relevant agencies

We recognise the importance of **multi-agency safeguarding arrangements**.

## **11. Online & Digital Safeguarding**

Safeguarding extends to all digital environments:

- Use of secure platforms (e.g., MS Teams, Zoom)
- Monitoring of learner behaviour
- Protection of personal data (GDPR compliant)

## **12. Equality, Diversity & Inclusion**

Safeguarding is underpinned by:

- Respect for diversity
- Protection from discrimination
- Inclusive practices for all learners

### 13. Confidentiality & Data Protection

- Safeguarding information is handled securely
- Shared only on a **need-to-know basis**
- Managed in accordance with GDPR

### 14. Health & Safety Link

The Company recognises that safeguarding includes:

- Safe learning environments
- Compliance with Health & Safety legislation

### 15. Policy Review

This policy will be:

- Reviewed **annually**, or
- Updated following legislative or operational changes

### 16. Approval & Adoption

This policy has been:

- Approved by senior management
- Adopted across all Company operations

Signed by:  
  
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**Signed:** \_\_\_\_\_  
Director / Designated Safeguarding Lead

**Date:** 4/23/2026 \_\_\_\_\_