

# SkillsFit Safeguarding & Child Protection Policy

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## SkillsFit Safeguarding & Child Protection Policy 2025–26

**Purpose • Positivity • Professionalism**

**Document Owner:** Designated Safeguarding Lead (DSL) / Director

**Last Reviewed:** October 2025

**Next Review:** October 2026

**Applies to:** All SkillsFit learners, staff, volunteers, and contractors

**Related Documents:** Safer Recruitment Policy, Staff Code of Conduct, Anti-Bullying & E-Safety Policy, Data Protection & Confidentiality Policy, Equality & Diversity Policy, Governance & QA Framework

## Alignment with DfE Non-School Alternative Provision Voluntary National Standards (August 2025)

Standard	Policy Alignment	Evidence in Document
1. Leadership & Governance	✓	DSL oversight, Governance QA Board termly review
2. Safeguarding & Welfare	✓	Core safeguarding principles, Salford MASH/LADO contacts
3. Curriculum, Teaching & Learning	✓	Safe learning environments, online safety, PSHE
4. Behaviour, Attendance & Reintegration	✓	Restorative practice, reintegration planning
5. Admissions, Support & Guidance	✓	Early help, transitions, multi-agency work
6. Premises, Health & Safety	✓	Links to H&S risk assessments and DSL oversight

## Policy Statement Summary

SkillsFit is committed to safeguarding and promoting the welfare of all learners. This policy outlines our approach to preventing harm, responding to concerns, and creating a safe environment across all provision. We recognise our legal duty under the Children Act 1989

and 2004, Keeping Children Safe in Education (2025), and Working Together to Safeguard Children (2024).

### **1. Roles and Responsibilities**

- The Designated Safeguarding Lead (DSL) has overall responsibility for safeguarding and child protection.
- The Deputy DSL supports the DSL and acts in their absence.
- The Director ensures policy implementation, safer recruitment compliance, and governance reporting.
- The Governance & QA Board reviews safeguarding practice termly and ratifies the annual Safeguarding & Welfare Report.

### **2. Safer Recruitment and Allegations Management**

All staff, volunteers, and contractors are recruited in line with the SkillsFit Safer Recruitment Policy. This includes enhanced DBS checks, barred list checks, references, and risk assessments. Concerns or allegations against staff are reported to the DSL and, where appropriate, escalated to the Salford LADO.

### **3. Safeguarding Procedures**

Concerns must be reported immediately to the DSL. The DSL will assess risk, liaise with other agencies, and make referrals to the Salford MASH team where necessary. Safeguarding forms part of daily routines, briefings, and weekly review meetings.

### **4. Information Sharing and Confidentiality**

SkillsFit shares safeguarding information on a need-to-know basis in accordance with UK GDPR and the Data Protection Act 2018. Learners are informed of limits to confidentiality during induction and through PSHE curriculum content.

### **5. Digital Safety and Online Harm**

All learners and staff are expected to follow the Anti-Bullying & E-Safety Policy and Learner Digital Code of Conduct. Online risks such as cyberbullying, grooming, and harmful content are addressed through the curriculum and filtered monitoring systems.

## **Section 5A – Prevent and Channel Safeguarding Duty**

SkillsFit Training & Education Ltd. And SkillsFit CIC recognises its statutory duty under the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism.”

This duty forms part of our wider safeguarding responsibilities and applies to all learners, staff, volunteers, and visitors.

**Prevent Lead:** The Designated Safeguarding Lead (DSL) acts as Prevent Lead and is responsible for ensuring all staff understand the signs of radicalisation, extremism, or extremist influence.

All safeguarding concerns relating to radicalisation must be reported to the DSL in the same way as any other safeguarding issue.

**Channel Referral:** Where the DSL identifies a risk of radicalisation, a Prevent referral will be made through the Salford Council Prevent Team or via the Channel Panel process. Referrals will be managed in accordance with local safeguarding partnership procedures.

**Training and Awareness:** All staff and volunteers complete Prevent Awareness Training (for example, the Home Office e-learning module) on induction and annually thereafter. The DSL completes advanced Prevent / Channel training to support effective decision-making and liaison with external agencies.

**Curriculum Integration:** Prevent themes – including critical thinking, respect, tolerance, and online safety – are embedded throughout the PSHE curriculum, learner induction, and daily delivery.

Learners are encouraged to discuss local, national, and global issues in a safe, supervised environment.

**Partnership Working:** SkillsFit Training & Education Ltd. and SkillsFit CIC works closely with the Salford Safeguarding Partnership, the Local Authority Prevent Lead, and the Channel Panel to share information and coordinate support as required.

## 6. Local Authority Safeguarding Contacts (Salford)

- Salford Children's Services / Bridge Partnership: 0161 603 4500
- Local Authority Designated Officer (LADO): 0161 603 4350
- Emergency Duty Team (Out of Hours): 0161 794 8888
- Channel / Prevent Team: contact via Salford Council safeguarding lead  
Email: [prevent@salford.gov.uk](mailto:prevent@salford.gov.uk) Tel: 0161 925 4995

## 7. Monitoring, Review and Quality Assurance

The DSL maintains safeguarding logs and referral records. Trends and actions are reviewed termly by the Governance & QA Board. Findings inform the annual Self-Assessment Report (SAR) and are included in the Safeguarding & Welfare Report.

### **Linked Policies and Documents**

- Safer Recruitment Policy
- Staff Code of Conduct
- Anti-Bullying & E-Safety Policy
- Data Protection & Confidentiality Policy
- Equality & Diversity Policy
- Governance & QA Framework

### **Policy Review**

This policy is reviewed annually by the DSL and ratified by the Governance & QA Board. It is updated in response to legislation, local safeguarding procedures, or incident learning.

Approved by: *C. Wilde* (Director)

Date: 20<sup>th</sup> October 2025

Next Review: October 2026

## Appendix 1 – Safeguarding Reporting Flowchart (SkillsFit & Salford Pathway)

Appendix 1 – For display, induction, and internal reporting use. Aligned with SkillsFit Safeguarding & Child Protection Policy 2025–26.

### **1. Concern Identified**

By any staff member, volunteer, or learner (including disclosures or observations)

### **2. Report Immediately**

Report concern to DSL or Deputy DSL in their absence

### **3. DSL Assessment**

DSL logs and assesses risk. Considers threshold and safeguarding need

### **4. External Referral**

If threshold met → Refer to Salford MASH or LADO immediately

### **5. Notify Leadership**

DSL informs Director and records the action taken

### **6. Governance Oversight**

Serious incidents escalated to Governance & QA Board

### **7. Staff Allegation?**

If concern relates to a staff member → Refer to LADO

### **8. Out-of-Hours Risk?**

If urgent and out of hours → Contact Emergency Duty Team (EDT)

- Always record and store Safeguarding Logs securely.
- Use the SkillsFit Concern Form if available.