

SkillsFit Safeguarding & Child Protection Policy

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 Approval & Review

Approved by: Director / Designated Safeguarding Lead

Date Approved: 09/03/2026

Date Effective: 09/03/2026

Last Reviewed: 09/03/2026

Next Review: 09/03/2027

This policy will be reviewed annually or earlier in response to changes in legislation, safeguarding guidance, local authority requirements, or learning from safeguarding incidents.

Policy Statement Summary

SkillsFit Training & Education Ltd and SkillsFit CIC are committed to safeguarding and promoting the welfare of all children and young people participating in SkillsFit provision. 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 (2023).

This policy applies to all learners under the age of 18 and outlines the responsibilities of all staff, volunteers, contractors, associates, partner delivery personnel, and visitors working on behalf of SkillsFit.

Safeguarding responsibilities apply across all SkillsFit provision, including school-based delivery, off-site provision, community and gym-based settings, online engagement, and commissioned Alternative Provision programmes. SkillsFit recognises that safeguarding is everyone's responsibility and is committed to creating safe, supportive, and positive environments where children and young people can participate, develop, and make meaningful progress.

SkillsFit operates a proactive safeguarding approach focused on early identification of risk, appropriate intervention, and effective multi-agency working. All staff and delivery partners are expected to maintain a vigilant, professional, and child-centred approach to safeguarding, ensuring that concerns are identified, recorded, and reported promptly in line with this policy.

Legislation & Guidance

This policy is informed by the following legislation and guidance:

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- Children Act 1989 & 2004
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Data Protection Act 2018
- UK GDPR

Designated Safeguarding Leads

Name: Chris Wilde

Role: Designated Safeguarding Lead

Contact Number: 07743 058990

Email Address: skillsfitltd@gmail.com

Name: Rachel Cordwell

Role: Deputy Designated Safeguarding Lead

Contact Number: 07546 817143

Email Address:
kiddiewinklespreschool@mail.com

If the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead cannot be contacted and a child is at immediate risk, staff must contact:

- The Bridge Partnership (0161 603 4500)
Online Portal: [Child Protection](#)
- Emergency Services (999)

Staff remain responsible for reporting safeguarding concerns and must not delay action.

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.

DSL Roles and Responsibilities	Staff Responsibilities	Director Responsibilities
<ul style="list-style-type: none"> • Receive safeguarding concerns • Make referrals • Liaise with agencies • Maintain safeguarding records • Monitor safeguarding trends • Ensure training 	<ul style="list-style-type: none"> • Recognise safeguarding concerns • Report immediately • Record concerns accurately • Follow safeguarding procedures 	<ul style="list-style-type: none"> • Ensure safer recruitment • Ensure policy compliance • Governance oversight • Annual review

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.

SkillsFit operates safer recruitment procedures including:

- Application and identity checks
- References
- Enhanced DBS checks
- Risk assessments (relating to activities, provision and individual young people where appropriate)
- Safeguarding induction
- Code of conduct expectations

SkillsFit will refer concerns to the Disclosure and Barring Service where required.

3. Staff Training, Support and Safeguarding Responsibilities

SkillsFit Training & Education Ltd and SkillsFit CIC recognise that safeguarding is most effective when staff, volunteers, and delivery partners are appropriately trained, supported, and confident in their responsibilities. SkillsFit is committed to ensuring all individuals working with children and young people understand their safeguarding responsibilities and are supported to carry them out effectively.

3.1 Safeguarding Training

All staff, volunteers, contractors, and delivery partners working with children and young people will:

- Receive safeguarding information as part of induction
- Be made aware of the SkillsFit Safeguarding & Child Protection Policy
- Understand how to recognise safeguarding concerns
- Understand how to report safeguarding concerns
- Complete safeguarding training appropriate to their role

Designated Safeguarding Leads will complete enhanced safeguarding training appropriate to their role and maintain up-to-date knowledge of safeguarding guidance, local authority procedures, and emerging safeguarding risks.

Safeguarding training will be refreshed periodically and updated in response to changes in legislation, local authority guidance, or identified safeguarding risks.

3.2 Staff Induction

All staff, volunteers, and delivery partners working with SkillsFit will receive safeguarding induction which includes:

- Safeguarding and Child Protection Policy
- Reporting procedures
- DSL contact details
- Staff Code of Conduct
- Professional boundaries and expectations
- Low-level concerns reporting procedures

Induction ensures that all staff understand their responsibilities from the outset and are aware of the procedures for responding to safeguarding concerns.

3.3 Staff Support and Supervision

SkillsFit recognises that safeguarding responsibilities can be challenging and, at times, emotionally demanding. Staff and delivery partners will therefore be supported through:

- Access to the Designated Safeguarding Lead
- Professional discussions following safeguarding concerns
- Debrief following significant safeguarding incidents where appropriate
- Ongoing communication regarding safeguarding practice

Where necessary, additional support will be provided to staff involved in safeguarding incidents to promote wellbeing and ensure continued safe practice.

3.4 Safeguarding Responsibilities of Staff

All staff, volunteers, contractors, and delivery partners working with SkillsFit have a responsibility to:

- Maintain a child-centred approach
- Remain alert to safeguarding concerns
- Report concerns immediately
- Record concerns accurately

- Follow safeguarding procedures
- Maintain professional boundaries

Safeguarding is everyone's responsibility and staff must not assume that another person has reported a concern.

3.5 Ongoing Safeguarding Culture

SkillsFit is committed to maintaining a strong safeguarding culture across all provision. Safeguarding will be embedded within:

- Programme delivery
- Staff communication
- Multi-agency working
- Risk assessment processes
- Learner engagement

This approach supports early identification of risk and ensures that safeguarding remains central to SkillsFit delivery.

4. Safer Activities and Off-Site Provision

SkillsFit Training & Education Ltd and SkillsFit CIC recognise that many programmes are delivered in a range of environments, including schools, community settings, gym-based provision, and other approved venues. SkillsFit is committed to ensuring that all delivery environments are safe, appropriate, and suitable for children and young people.

Where SkillsFit provision takes place outside of a school setting, reasonable steps will be taken to ensure that safeguarding arrangements remain effective and appropriate.

4.1 Risk Assessment and Planning

All activities and delivery environments will be appropriately planned and risk assessed to ensure:

- Safe and suitable environments for learners
- Appropriate supervision arrangements
- Consideration of learner needs and vulnerabilities
- Clear expectations for behaviour and engagement
- Risk assessments will be reviewed where necessary and adjusted in response to emerging risks or safeguarding concerns.

4.2 Partner Venues and Delivery Locations

Where SkillsFit delivers provision within partner venues or external settings, SkillsFit will:

- Ensure venues are appropriate for young people
- Confirm safeguarding arrangements where relevant
- Ensure staff maintain responsibility for learner safety
- Apply SkillsFit safeguarding procedures throughout delivery

SkillsFit staff remain responsible for safeguarding learners during SkillsFit delivery regardless of location.

4.3 Supervision and Staff Presence

SkillsFit will ensure appropriate staff presence during delivery to:

- Maintain safe learning environments
- Support positive behaviour
- Identify safeguarding concerns
- Respond appropriately where required

Staff will maintain professional boundaries and follow SkillsFit safeguarding procedures at all times.

4.4 Transport and Movement Between Locations

Where movement between locations forms part of SkillsFit delivery, arrangements will be planned to ensure learner safety. This may include:

- Clear supervision arrangements
- Agreed meeting and departure points
- Consideration of individual learner needs

Where transport is provided by third parties, SkillsFit will ensure appropriate safeguarding awareness and supervision arrangements are in place.

4.5 Photography and Use of Images

SkillsFit recognises the importance of safeguarding learners when images or video content are used. Any use of photography or video will follow SkillsFit consent procedures and safeguarding guidance.

Staff must not use personal devices to take photographs of learners unless authorised and appropriate to do so in line with SkillsFit procedures.

5. Expectations, Behaviour & Anti-Bullying

SkillsFit Training & Education Ltd and SkillsFit CIC are committed to creating safe, respectful, and supportive environments where children and young people can participate confidently in provision. Clear expectations for behaviour are established at the start of programmes and reinforced throughout delivery.

All learners are expected to demonstrate respectful and appropriate behaviour towards staff and peers. Staff maintain professional boundaries and model positive conduct at all times. Where behaviour falls below expected standards, this will be addressed promptly and appropriately to maintain a safe environment for all participants.

SkillsFit does not tolerate bullying, peer-on-peer abuse, or behaviour that places learners at risk. This includes:

- Verbal bullying
- Physical bullying
- Social exclusion
- Online or digital bullying
- Discriminatory or harmful behaviour

Concerns relating to bullying or inappropriate behaviour will be addressed promptly, recorded where appropriate, and managed in line with safeguarding procedures.

This section should be read alongside the SkillsFit:

- Learner Conduct Policy
- Anti-Bullying Policy
- Safeguarding & Child Protection Policy

SkillsFit promotes a culture where learners feel confident to raise concerns and where issues are addressed early to support safe and positive participation.

6. Comments, Compliments and Complaints

SkillsFit Training & Education Ltd and SkillsFit CIC are committed to creating a culture in which learners, families, referring organisations, staff, and delivery partners feel able to raise concerns, share feedback, and report worries appropriately.

Learners and families will be supported to raise any concern, complaint, or safeguarding worry in a way that is listened to, taken seriously, and responded to appropriately. This includes concerns about provision, conduct, safety, or wellbeing.

Any concern which relates to the safety or welfare of a child or young person will be treated as a safeguarding matter and responded to in line with this policy.

This section should be read alongside the SkillsFit Complaints Policy and relevant safeguarding procedures.

7. Immediate Action to Ensure Safety

Immediate action may be required at any stage of involvement with a child or young person.

If a child or young person is in immediate danger, or requires urgent medical attention, staff must take whatever action is necessary to secure their safety without delay. This may include contacting emergency services on 999.

Where urgent safeguarding action is required, staff must not delay action while waiting to speak to the Designated Safeguarding Lead. The Designated Safeguarding Lead should be informed as soon as possible following the immediate action taken.

SkillsFit recognises that the safety of the child or young person is the first priority in all safeguarding situations.

8. Recognition of Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child. A child may be abused or neglected by an adult or adults, or by another child or young person. Safeguarding concerns may arise within the home, within the community, online, in education settings, or in other environments.

Staff, volunteers, contractors, and delivery partners must remain alert to signs that a child or young person may be at risk of harm. Concerns may arise through disclosure, presentation, behaviour, attendance, relationships, emotional wellbeing, visible injury, changes in conduct, or information shared by others.

Safeguarding concerns may include, but are not limited to:

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse
- Child sexual exploitation
- Child criminal exploitation

- Peer-on-peer abuse
- Online abuse
- Domestic abuse
- Radicalisation
- Other forms of harm, coercion, or vulnerability

Staff are not expected to investigate or confirm abuse. Their role is to identify concerns, record them appropriately, and report them without delay.

9. Safeguarding Procedures and Taking Action

Where a safeguarding concern is identified, staff must respond promptly, calmly, and in line with SkillsFit safeguarding procedures.

In all cases, staff should:

1. **Recognise** the concern
2. **Respond** appropriately and remain calm
3. **Record** the concern accurately
4. **Report** the concern immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead

Staff must not investigate concerns themselves, question a child in a leading way, or assume that somebody else has passed the concern on.

Where there is uncertainty, advice should be sought immediately from the Designated Safeguarding Lead. If a child is at immediate risk and a Designated Safeguarding Lead cannot be contacted, staff must take direct action in line with local safeguarding procedures and emergency arrangements.

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

10. What to do if a Child Makes a Disclosure

If a child or young person chooses to disclose abuse, neglect, or another safeguarding concern, staff must respond in a calm, supportive, and professional manner.

Staff should:

- Listen carefully

- Allow the child or young person to speak freely
- Remain calm and reassuring
- Avoid asking leading questions
- Avoid promising confidentiality
- Explain that the concern will need to be shared with the appropriate safeguarding lead
- Record what has been said as accurately as possible, using the child's own words where appropriate
- Report the concern immediately to the Designated Safeguarding Lead

Staff must not attempt to investigate the disclosure or ask the child to repeat the account unnecessarily.

SkillsFit recognises that a child may disclose concerns in different ways and at different times. All disclosures must be taken seriously.

11. When Concerns Should Not Be Discussed with Parents/Carers

In many cases, it is good practice to be open with parents or carers when concerns arise. However, there are circumstances where concerns should not be discussed with parents or carers before safeguarding advice is sought or a referral is made.

This may include situations where:

- Doing so may place the child or young person at further risk
- There are concerns about sexual abuse or exploitation
- There are concerns relating to child criminal exploitation or organised abuse
- Fabricated or induced illness is suspected
- Forced marriage or female genital mutilation is a concern
- Contacting parents or carers may place staff or others at risk
- It may compromise a safeguarding or police investigation

In such circumstances, staff must seek advice from the Designated Safeguarding Lead and follow local safeguarding procedures. The safety of the child or young person must remain the overriding priority.

12. Information Sharing and Confidentiality

SkillsFit Training & Education Ltd and SkillsFit CIC recognise that safeguarding information is sensitive and must be handled appropriately. Information relating to safeguarding concerns will be shared on a need-to-know basis to ensure the safety and wellbeing of children and young people.

Staff must not promise confidentiality to a child or young person where safeguarding concerns are identified. Instead, staff should explain that information may need to be shared with appropriate safeguarding leads and external agencies where necessary to ensure safety.

Safeguarding records will be stored securely and accessed only by those with appropriate safeguarding responsibilities. Information will be shared in line with safeguarding guidance, data protection legislation, and local authority procedures.

The safety and welfare of the child or young person will always take priority when making decisions about information sharing.

13. 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.

This policy should be read alongside:

- Anti-Bullying & E-Safety Policy
- Learner Digital Code of Conduct

Online safeguarding concerns must be reported through the safeguarding process.

Section 13A – 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.

14. 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 Tel: 0161 925 4995

15. 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: 9th March 2026

Next Review: 9th March 2027

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.