


Policy title:	Safeguarding Policy 25-2	Owner:	James Key
Date of Issue:	25 th November 2025	Date for review:	25 th November 2027
This policy has been reviewed and approved by the Operations Director:			

1. Policy Statement

1.1 Commitment to Safeguarding

TRS Training Limited is committed to fulfilling its duties in a manner that protects the well-being, safety and development of all learners and staff. We aim to ensure every learner is supported to achieve the best possible outcomes.

We recognise our responsibility in promoting British Values and safeguarding all individuals, particularly those who may be vulnerable. Safeguarding children, young people and vulnerable adults is the responsibility of everyone.

1.2 Reporting Concerns

We recognise that the term “**safeguarding**” can feel formal or daunting, and may discourage individuals from raising issues. To remove this barrier, we use the term “**Concerns**” to describe any issue that may indicate a risk to an individual’s welfare.

“Concerns” includes formal safeguarding referrals as well as issues that simply cause unease. This approach is designed to increase reporting and ensure no opportunity to support an individual is missed.

2. Purpose of this Policy

This policy aims to:

- Protect children, young people and vulnerable adults who receive our services, including those under the care of adult learners.
- Provide staff, employers, subcontractors, partners and stakeholders with clear principles that guide our approach to safeguarding and child protection.
- Promote safeguarding, British Values, welfare and safety to all staff, learners, employers and stakeholders.
- Develop the knowledge, understanding and confidence of learners, employers and staff in applying British Values, equality, diversity and inclusion in the workplace and wider community.
- Equip learners and staff with the tools to keep themselves and others safe online.
- Promote positive mental health and well-being and support the prevention and early identification of mental ill-health.

3. Definition of Safeguarding

For the purposes of this policy, “safeguarding” refers to the overall safety and well-being of an individual. It includes, but is not limited to:

- The Prevent Duty, including radicalisation and extremism
- Neglect
- Physical, sexual, emotional, racist, disability and homophobic abuse
- Bullying, including online and prejudice-based bullying

- Child-on-child abuse
- Gender-based violence against women and girls
- Female Genital Mutilation (FGM)
- Forced marriage and honour-based violence (HBV)
- Modern slavery and human trafficking
- Child sexual exploitation (CSE) and trafficking
- Child criminal exploitation and county lines
- The impact of technology on sexual behaviour
- Teenage relationship abuse
- Substance misuse
- Gang activity and youth violence
- Domestic abuse
- Fabricated or induced illness
- Poor parenting
- Serious violence
- Homelessness
- Children required to attend court
- Children missing from education (persistent or prolonged absence)
- Children with family members in prison
- Maltreatment and impairment of health or development
- Sexual violence and sexual harassment
- Sexting
- Upskirting
- Initiation/hazing violence and rituals
- Online safety, filtering and monitoring

4. Legislative and Statutory Framework

This policy aligns with the following legislation and statutory guidance:

- Prevent Duty Guidance 2023
- Counter Terrorism and Security Act 2015
- Equality Act 2010
- Children Act 2004
- Safeguarding and Vulnerable Groups Act 2012
- SEND Code of Practice
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Modern Slavery Act 2015
- Data Protection Act 1998 / UK GDPR
- Sexual Offences Act 2003
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- The Education and Training (Welfare of Children) Act 2021
- Statutory guidance: *What to Do if You're Worried a Child is Being Abused*
- County Lines Guidance 2023

5. Scope of Policy

- 5.1. This policy applies to all staff, learners, employers, delivery partners, governors and stakeholders. We recognise that all our learners and staff have a right to equal protection from all types of harm or abuse.

- 5.2. We recognise that individuals may be more likely to experience abuse, harassment or discrimination if they identify with one or more of the nine protected characteristics under the Equality Act 2010, or because of previous experiences, social environment or their support network.
- 5.3. We recognise that some individuals may be more likely to suffer from abuse or harassment if they consider themselves to have any of the nine protected characteristics defined in the Equality Act 2010.
- 5.4. We recognise that being subject to harassment, violence and/or abuse, may breach children's and adults' rights, as set out in the Human Rights Act 1998.
- 5.5. This policy is based on No Secrets, the national guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health, 2000) and the Work based learners and the Prevent Duty statutory guidance 2018. The government has defined extremism in [the Prevent Duty](#) as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs." This also includes calls for the death of members of the British armed forces. We recognise that the Prevent Duty is not about preventing learners / staff / customers from having political and religious views and concerns but about supporting them to use those concerns or act on them in non-extremist ways. We consider it our duty out to protect all learners and staff from exploitation and radicalisation and to promote the Prevent Duty and the understanding of the Channel process.
- 5.6. Channel is about early intervention to protect and divert people away from the risk they face before illegality occurs. This multi-agency approach is intended to protect people at risk from radicalisation and uses existing collaboration between local authorities, statutory partners, the police and the local community to identify individuals at risk of being drawn into terrorism; assess the nature and extent of that risk and develop the most appropriate support plan for the individuals concerned. (See Safeguarding Procedure for Channel referral process).
- 5.7. British Values are defined as:
 - **Democracy** – is a state of society characterised by equality of rights and governments that are representative of the will of the population subject to a free electoral system.
 - **The rule of law**- the principle that all people and institutions are accountable to law that is fairly applied without exception.
 - **Individual Liberty** -the notion that all individuals can freely express themselves through the freedom of speech and lawful actions without interference from the state.
 - **Mutual respect and tolerance** - defined as a permissive attitude toward those whose opinions, beliefs, practices, racial or ethnic origins differ from one's own.
- 5.8. We recognise that effective safeguarding and the promotion of welfare require strong multi-agency partnerships. Working collaboratively ensures appropriate support, intervention and protection is accessible to vulnerable individuals. We recognise that working in partnership with other agencies is essential in promoting the welfare and safety of vulnerable individuals, and that a multi-agency approach will ensure the most suitable care and protection is made accessible.
- 5.9. Where training is delivered as part of a subcontracting arrangement, TRS Training Limited will follow the Lead Contractor's safeguarding referral process.
- 5.10. Where required, local procedures may supplement this policy to meet the needs of specific services, geographical locations or partner agencies.

6. TRS Values

This policy underpins our commitment to our values, with particular reference to:

- **RESPECT** – All individuals and their unique talents
- **SUPPORT** – A strong ethos of care, guidance and support for all
- **RESPOND** – Listening to our customers, partners and stakeholders and being equipped to meet their changing needs
- **PARTNERS** – Developing sustainable partnerships where everyone involved benefits from the relationship
- **QUALITY** – Providing outstanding teaching, learning and customer service

- DEVELOPMENT – Supporting continuous professional development for all staff

7. Implementation Principles

7.1. Keeping Learners and Staff Safe

We promote safety and welfare by:

- Valuing, listening to and respecting individuals
- Implementing safeguarding, child protection and British Values through policies, procedures and a staff code of conduct
- Maintaining simple, clear and accessible safeguarding procedures for all staff, learners, employers and stakeholders
- Providing annual safeguarding and Prevent training to all staff
- Implementing effective E-Safety policies
- Providing strong staff management through supervision, support, CPD and quality assurance
- Ensuring safe recruitment practices and conducting proportionate and robust checks on staff and subcontractors
- Recording and storing information professionally and securely
- Sharing safeguarding information and good practice
- Sharing concerns with appropriate agencies and involving learners and parents/guardians where applicable
- Managing allegations against staff or learners appropriately
- Maintaining an anti-bullying environment and implementing effective procedures
- Ensuring robust complaints and whistleblowing procedures
- Ensuring physical environments are safe and compliant with legislation

7.2. A member of the management team will act as the Designated Safeguarding and Prevent Lead and receive specific Channel training. A deputy will receive equivalent training to ensure continuity of practice during absence. (See *Appendix 1 – DSL Information.*)

7.3. We promote and develop learners' understanding of safeguarding, British Values, positive behaviours and well-being through teaching, learning and pastoral support.

7.4. We develop employers' understanding of safeguarding and British Values through social media, OneFile resources and employer support materials.

7.5. We conduct thorough risk assessments covering all activities, including Prevent-related risks. We also maintain up-to-date information on local safeguarding partnerships (LSPs) and support agencies.

7.6. We provide resources and enrichment opportunities to improve personal safety, raise awareness of radicalisation and increase learners' understanding of safeguarding issues.

7.7. We recognise that peer-on-peer abuse can occur and work to minimise this through pastoral support, the curriculum, and signposting to specialist guidance on identifying and addressing such behaviours.

7.8. Behaviour and attendance expectations are detailed in the Learner Handbook. Persistent failure to meet expectations may result in referral to the Operations Director, who may terminate a learner's programme in line with the Withdrawals Policy.

7.9. Confidentiality is essential to TRS Training's work. Staff must follow the confidentiality expectations outlined in the Safeguarding Procedure.

- 7.10. Any staff member may report suspected abuse directly to social services, regardless of the views of others.
- 7.11. TRS Training welcomes diversity and does not judge the lifestyles of individuals. However, this must never prevent staff from recognising or reporting concerns about safety or harm.
- 7.12. If, during the course of their work, a member of staff discovers that Female Genital Mutilation (FGM) appears to have been carried out on a girl under 18, they must report this to the police following TRS Training's safeguarding procedure. This is a legal duty.

7.13. Training

7.13.1. All staff must:

- complete safeguarding and child protection training during induction
- ensure safeguarding training is refreshed regularly in line with TRS policy

7.13.2. Staff will receive safeguarding and child protection updates—including online safety—at least annually, through email, briefings, meetings or other channels.

7.14. Allegations Against Staff

Staff may be subject to allegations. TRS managers will provide support during such processes, while cooperating fully with external agencies. Disciplinary procedures may be applied in parallel.

If an allegation results in dismissal or removal from post due to risk of harm, TRS Training will report the individual to the Disclosure and Barring Service (DBS).

7.15. Escalation of Concerns

If a staff member believes their referral has not been handled properly, they may escalate the concern to a senior manager (other than the DSL) or refer their concern directly to the Local Safeguarding Partnership (LSP).

8. Roles and Responsibilities

Board Responsibilities

The Board holds overall accountability for ensuring that:

- a Safeguarding & Prevent Policy and procedure are in place
- the policy is implemented effectively
- safeguarding practice is monitored, reviewed and improved

Designated Safeguarding & Prevent Lead (DSL)

The DSL is responsible for:

- overseeing implementation of the Safeguarding and Prevent Policy and Procedure
- ensuring staff are trained and understand their responsibilities
- ensuring incidents and concerns are reported, recorded and acted upon promptly
- making referrals to social services where there are concerns about abuse or neglect
- ensuring appropriate Prevent referrals are made to Channel

Prevent Duty Responsibilities

TRS Training has a legal obligation under the Prevent Duty to ensure staff and learners:

- complete Prevent Duty training
 - know when and how to refer concerns to the DSL
 - model and promote British Values
 - understand and implement the Channel process when required
- TRS will also promote Prevent awareness to stakeholders and employers.

Staff and Governor Responsibilities – Keeping Children Safe in Education

All staff and Governors must:

- read and understand *Keeping Children Safe in Education (KCSIE) 2025*, Part 1
- read and understand TRS Training's Safeguarding and Prevent Policy and Procedures
- make referrals immediately when they become aware of an incident, disclosure or concern

Staff must remain vigilant to indicators of risk. They are not responsible for diagnosing or investigating abuse but must refer any disclosures or serious concerns through the safeguarding procedure.

9. Role of the Designated Safeguarding Lead (DSL)

Key Responsibilities

The DSL is responsible for:

- maintaining the Single Central Register
- ensuring safer recruitment practices are fully implemented
- leading on filtering and monitoring systems for IT

Managing Referrals

The DSL will:

- refer suspected abuse cases to local authority children's social care
- support staff making referrals
- make Prevent referrals to Channel where required
- support staff making Channel referrals
- refer cases involving staff dismissal or departure due to risk/harm to the DBS
- refer cases to the police where a crime may have been committed

Working with Others

The DSL will:

- update the Board regularly on safeguarding referrals and issues
- liaise with the case manager and Local Authority Designated Officer (LADO) for allegations involving staff
- work with staff and external agencies when deciding whether to make referrals
- act as a source of safeguarding advice, guidance and expertise for all staff

DSL Training Requirements

The DSL (and their deputies) will:

- undertake training at least every two years
- undertake Prevent awareness training
- refresh knowledge annually through bulletins, networks or self-directed learning

The DSL must also:

- understand early help and intervention processes
- understand child protection conferences and contribute effectively
- ensure all staff have access to and understand safeguarding procedures

- understand the needs of learners requiring additional support (SEND, young carers, etc.)
- keep accurate, secure written records
- provide staff with Prevent guidance
- access relevant resources and refresher courses
- embed a culture of listening to learners and responding to their views

Raising Awareness

The DSL will:

- ensure safeguarding policies are understood and used correctly
- ensure policies are reviewed annually
- ensure policies are publicly available
- ensure parents are aware that referrals may be made
- monitor the effectiveness of policy implementation
- liaise with Local Safeguarding Partnerships (LSPs) about training opportunities and policy developments

10. Policy Monitoring and Reporting Arrangements

- 10.1. The Board reviews the Safeguarding & Prevent Policy annually as part of the TRS Quality Cycle.
- 10.2. All safeguarding and Prevent incidents—including timescales, actions taken, and outcomes—are reported to the Board bi-annually.
- 10.3. Areas for improvement are identified through the self-assessment process, safeguarding reviews, incident analysis and staff feedback. These inform updates to the policy, procedures, training and practice.

11. Summary of Revisions

Version	Date	Revision
25-1	11/12/2025	Updating of Safeguarding contacts
25-1	11/12/2025	Updating to reflect KCSIE 2025
25-1	11/12/2025	Inclusion of support email address (new facility)

Appendix 1 – Designated Safeguarding Lead and Prevent Lead

Designated Safeguarding Lead	James Key
Contact Number	07726 669669
Deputy Designated Safeguarding Lead	Rachel Hulse
Contact Number	07841 444537
Safeguarding Board Representative	Beverley Ellis
Safeguarding email	support@trstraining.net

Anti-terrorist help line number – 0800 789 321