Karen Blake Coaching Ltd

Safeguarding Policy
Policy Code: HSD 010
Reviewed: June 2025

1. Policy Statement

Karen Blake Coaching Ltd ("KBC") is committed to safeguarding and promoting the welfare of all learners, clients, and individuals it supports, particularly those who may be vulnerable. KBC takes seriously its duty of care to protect children, young people, and adults at risk from abuse, neglect, exploitation or harm.

This policy applies to all staff, associates, subcontractors, volunteers, contractors, and learners engaged with KBC activities.

2. Legal Framework

This policy reflects current safeguarding legislation and statutory guidance, including:

- The Children Act 1989 & 2004
- The Care Act 2014 (adult safeguarding)
- The Education Act 2002
- The Working Together to Safeguard Children (2018) statutory guidance
- Keeping Children Safe in Education (KCSIE) 2024
- The Counter Terrorism and Security Act 2015 (Prevent Duty)
- The Equality Act 2010
- The Modern Slavery Act 2015
- Data Protection Act 2018 / UK GDPR

3. Scope

This policy applies to:

- KBC staff, contractors, associates, tutors, assessors, and IQAs.
- Subcontractors and delivery partners.
- All learners receiving training, coaching or assessment services.
- External contractors, funders, and stakeholders.

Safeguarding responsibilities apply to:

- Children (under 18)
- Adults at risk (18+ who may require care, support, or protection due to physical or mental health, disability, or life circumstances)

4. Safeguarding Responsibilities

- **Director & Designated Safeguarding Lead (DSL): Karen Blake**
  Overall responsibility for safeguarding practice, compliance, reporting and training oversight.

- **Safeguarding Officers:**
  Support staff in identifying concerns, provide guidance, coordinate responses and liaise with external safeguarding agencies.
- **Trainers, Tutors & Assessors:**
  Identify, monitor, and report safeguarding concerns in accordance with this policy.
- **All Staff & Associates:**
  Complete required safeguarding training, remain vigilant, follow procedures and report any concerns.

5. Types of Safeguarding Concerns

KBC recognises all forms of harm, including but not limited to:

- Abuse (physical, emotional, sexual, financial, institutional, organisational)
- Self-neglect
- Discrimination and harassment
- Bullying and cyberbullying
- Domestic abuse
- Radicalisation (Prevent Duty)
- Exploitation (including sexual, criminal, county lines, modern slavery, FGM, forced marriage)
- Substance misuse
- Faith-based abuse
- Grooming, sexting and online abuse
- Mental health concerns
- Children missing education

A full glossary of definitions is maintained in Appendix 1.

6. Safer Recruitment

- All staff involved in recruitment undertake safer recruitment training.
- All delivery staff hold appropriate DBS checks.
- Recruitment practices include right to work checks, identity verification, and references.

7. Staff Training

- All staff complete initial safeguarding induction.
- Level 2 safeguarding training is mandatory for delivery staff.
- DSLs and Safeguarding Officers complete Level 3 safeguarding qualifications.
- Prevent Duty awareness training is provided.
- Refresher CPD is completed regularly.

8. Learner Safeguarding

- Safeguarding is explained at induction for all learners.
- Learners are informed of reporting pathways.
- Learners are provided with named contacts and safeguarding contact email.
- Monthly safeguarding topics are embedded into learning reviews.

9. Reporting Concerns

- All safeguarding concerns are reported immediately to the Designated Safeguarding Lead or Safeguarding Officer.
- If there is immediate risk of harm, contact emergency services via 999.
- Learner consent is considered but does not override duty of care where significant harm exists.
- Full reporting procedures are detailed in Appendix 2 (Reporting Flowchart).

10. Confidentiality

- Safeguarding information is handled sensitively and only shared on a need-to-know basis.
- Records are securely maintained in compliance with data protection law.

11. Whistleblowing

- KBC encourages staff to report concerns where safeguarding is not being effectively addressed, via the Whistleblowing Policy (HSD 010).

12. Subcontractor Safeguarding

- All subcontractors must comply with KBC safeguarding procedures.
- Due diligence is conducted on subcontractor safeguarding arrangements.

13. Breaches & Disciplinary Action

- Breaches of this policy may lead to disciplinary action and, if appropriate, referral to statutory authorities.

14. Policy Review

- This policy is reviewed annually or following changes in legislation or best practice.

Designated Safeguarding Lead:
Karen Blake, Director
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Signed:
Karen Blake
Director
Date: June 2025