

Safeguarding Policy

Section: 27

Date: May 2021

Review date: 23rd April '26

Next review date: 23rd April '27

Document Prepared By	Julie Torrance	Document Approved By	Briony Fawcett
Signature	<i>J Torrance</i>	Signature	<i>B. Fawcett</i>
Date	23 rd April 2026	Date	19/05/2025

Change Record

Issue	Date	Section(s) Affected	Description of Change / Change Request Reference / Remarks
1	01/04/2019	All	New Policy Produced
2	01/04/2020	All	Document Fully Reviewed
2	01/04/2020	12	Amendment - the Safeguarding Representatives / Lead provide support to our Employees when Safeguarding issues arise. All Employees to follow the reporting process as in the Appendix.
3	15/02/2021	All	Document Fully Reviewed
4	07/05/2021	All	Document Fully Formatted
5	20/05/2021	All	Document Fully Reviewed
6	16/05/2023	All	Document Fully Reviewed
7	31/10/2023	All	Further document review undertaken
8	21/05/2024	All	Document Fully Reviewed
9	16/05/2025	All	Document updated – and amends in yellow.
10	23/04/2026	All	Document Updated – all amends in green.

Contents

1. Policy
2. Procedures
3. Safeguarding Statement
4. PHX Training Commitments
5. Organisation
6. Communication and Co-operation
7. Definitions
8. DBS Requirements
9. Training
10. Identifying an Adult at Risk
11. The Five R's
12. Storage of Information
13. Appendix A - Learners in External Workplaces

This Policy is to be used by any employee working directly with children, young people and adults at risk of harm.

This policy applies to anyone we are in contact with in the course of our work who is a child, a young person or an adult at risk. Where the policy or procedure refers to 'a child' or 'young person' we mean anyone that has not reached the age of 18 years.

An 'adult at risk' is someone aged 18 years or over who has needs for care and support and is experiencing or is at risk of abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

2. Procedures

The Company's Safeguarding Policy and associated procedures are based on the following principle -

- PHX Training is committed to safeguarding all young people and vulnerable adults and those that come in to contact with us and considers that their safety and wellbeing is of paramount importance to the Company.

Our Safeguarding and Prevent procedures detail processes to be followed when dealing with safeguarding issues so that everyone can play their respective parts in ensuring learner, customer and employee safety.

All incidents of harm, bullying, neglect and abuse must be taken seriously and responded to swiftly and appropriately.

All employs of PHX Training are responsible for Safeguarding individuals whether that be employees or customers that are in learning or on programme or engaging with one of our contracts.

Confidentiality must be upheld in line with the General Data Protection Regulations GDPR May 2018 and the Human Rights Act 1998.

3. Safeguarding Statement

PHX Training is committed to providing an environment where all members of the local community have the right to a safe, secure, free from harm learning and engagement experience.

PHX Training has a zero-tolerance approach to all forms of abuse and harmful behaviours. We will aim to ensure the safety and welfare of all learners, customers and employees and will strive to create an atmosphere where they feel valued and their concerns are listened to and dealt with in a dignified manner.

We will act promptly and appropriately to any signs of abuse or harm in accordance with each of the Local Safeguarding Adults Boards in the areas where we are located.

As a Company we recognise that everyone has the same level of responsibility where the safeguarding of our employees, customers, learners and stakeholders are concerned.

4. PHX Training Commitments

PHX Training will -

- Ensure that our employees are carefully selected, trained, supervised and have an appropriate security check in place where required.
- Ensure that all employees are proactive and respond to any concerns appropriately in accordance with the reporting procedure detailed in this policy.
- Fully meet all relevant legal requirements in regards to our duty of care.
- Take appropriate action where expected standards are not met or maintained.

This Policy applies to -

Employees

- Individuals who work or have applied to work for the company either on a permanent, temporary, contractual or voluntary basis.

Employers

- Organisations that work in partnership with PHX Training and employ learners as part of their workforce or offer work placements to anyone on our caseloads.

Suppliers

- External partners who are in receipt of or are providing services on our behalf.

As well as the above, this policy also applies to all PHX Training learners and customers and external stakeholders and visitors who may have access to learners or to their data.

This policy statement, associated procedures and its subsequent arrangements, which are detailed within our electronic Prevent and Safeguarding management system, shall be reviewed regularly to ensure that it reflects changing needs and circumstances and is kept up to date. Its effectiveness shall be monitored and acted upon by leaders in the workplace and by the Safeguarding Representatives at company level.

5. Organisation

The Directors of the company have overall responsibility for Safeguarding in PHX Training and will be responsible for overseeing, implementing, and monitoring the policy and procedures.

6. Communication and Co-operation

PHX Training will endeavour to communicate to employees its commitment to safeguarding and to ensure that employees are familiar with the contents of this policy.

To enable PHX Training to build and maintain a safe learning and working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with Line Managers, Safeguarding Representatives, the Safeguarding Lead and Directors of the company and to accept their duties under this policy.

Employees have a duty to take all reasonable steps to safeguard themselves and all other people effected by the operations of PHX Training.

Disciplinary action under the Company's Disciplinary Procedure may be taken against any employee who violates rules and procedures or who fails to perform his or her duties under this policy.

7. Definitions

Young Person

- A "Young Person" is defined as someone who has not yet reached 18 years of age.

Adult at Risk or Adult at Risk of Harm

- An "Adult at Risk" is someone aged 18 years or over who has needs for care and support and is experiencing or is at risk of abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.

8. DBS Requirements

PHX Training will ensure that all employees have an up-to-date DBS check.

For further guidance, refer to - DBS for Recruitment Procedure.

9. Training

PHX Training will ensure that all employees will be trained in safeguarding practices and procedures prior to being allocated any new role. Training will include advice on how to raise any safeguarding concerns.

Once staff have attended the in-house safeguarding induction training they will then be expected to achieve a Level 2 qualification in Safeguarding.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

The Safeguarding Representatives for each centre will cascade any training or updates to the teams following the monthly Safeguarding calls. Updates will also be provided during the company monthly meeting.

For further guidance, refer to - Safeguarding Training Procedure.

10. Identifying an Adult at Risk

The company believes that for safeguarding to impact on all aspects of the operational life of our employees it must become the informed responsibility of all.

All employees have a responsibility and duty of care to actively make the learning environment safe and secure for all and take appropriate action where necessary to achieve this effectively.

For further guidance, refer to - Identifying an Adult as Risk Procedure and the Risk Assessment Form

11. The 5 R's

To ensure appropriate action is taken in such circumstances the company has adopted and utilised the principles of the 5 R's model that should be implemented and followed across all operational activities.

Recognition

Recognition is of fundamental importance. Whether the abuse may occur on company premises, in the home, online or in any other setting in which **the learner/customer** may find themselves, all those playing a role in meeting the **learner/customers** needs should be aware and informed so that possible abuse can be recognised, investigated and acted on seamlessly and effectively.

Recognition also applies to behaviour or disclosures relating to 'Adults at Risk' indirectly associated with PHX Training.

Where our **learners/customers** work in care or early years settings or any other settings in which they may be looking after or encounter children or adults at risk, our duty of safeguarding is extended to those individuals.

Any concerns that a **learner/customer** may bring to the attention of a PHX Training employee or that the employee notices themselves, will be treated in the same way as a safeguarding concern about a **learner/customer** and reported immediately using our reporting procedures.

For further guidance, refer to - Recognising Abuse Document.

Response

An appropriate response is vital.

We train our employees to understand that their role is to ascertain what they are dealing with and to listen. They understand the need to ask open questions (not leading or suggestive ones) and gather just enough information to know that it is a disclosure of abuse that needs to be passed on, and how immediate the danger or harm is to the individual. As part of this, they will reassure the individual that they have done the right thing in reporting their concerns and that we will do everything we possibly can to help. They will not make unrealistic promises by agreeing to 'keep it quiet'. Responding involves taking immediate action to ensure the safety and well-being of the individual at risk. This might include providing support, arranging for the removal of the person from a harmful situation or contacting relevant authorities and professionals.

For further guidance, refer to - Responding to a Safeguarding Concern Procedure.

Reporting

Our reporting procedures clearly outline actions to be taken and how to report concerns. This includes getting information, advice and guidance from the Safeguarding Representative or **Safeguarding Lead**. If the matter involves an allegation against an employee, this would be brought to the immediate attention of the DSL and/or Director. Timely and accurate reporting ensures that intervention can occur swiftly, potentially preventing further harm.

For further guidance, refer to - Reporting a Safeguarding Concern Procedure.

Recording

All incidents are recorded on our Safeguarding and Prevent reporting forms. These are summarised and uploaded to our central records. This is formally reviewed monthly to ensure that trends are identified and where required follow up action is taken. A summary of issues raised is also reviewed at our board.

For further guidance, refer to – Identifying a Young person or Adult at Risk Procedure.

Referral

The Safeguarding Lead and Representatives provide support to our employees when safeguarding issues arise.

All employees are to follow the reporting process as in the appendix above. External referrals/signposting will be made where appropriate to the relevant agencies and/or where support is not already in place. This step ensures that the necessary expertise and resources are brought in to address the safeguarding concerns effectively.

12. Storage of Information

All safeguarding documentation including, safeguarding protection forms, supporting e-mails, referral information and statements, are sent electronically as soon as reasonably practicable in line with the guidance in this policy.

For further guidance, refer to - Data Protection Policy

Appendix A – Learners in External Workplaces

'Learners in External Workplaces' refers to learners within a Work Based Learning environment where they are in employment or being offered a work placement.

PHX Training is committed to ensuring learners are safe and a provision of high-quality learning is delivered.

We expect employees, learners, and other employers to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

Safeguarding risks in relation to young people or adults at risk will be identified through Risk Assessment of their place of work prior to enrolment onto the programme.

All workplaces will have the appropriate level of safeguarding checks and ongoing monitoring carried out through the Young Person and Adult at Risk Procedure.

Any risks reported on the Risk Assessment form will be adequately controlled and documented.

The designated safeguarding email address is safeguarding@phxtraining.co.uk