

Cube Group Training T/A LFS

Safeguarding Policy

Version: 2.0 (February 2026)

Prepared by: Byron Webb

Checked and approved by: Ferdinand Joseph

Date: 09/02/2026

Next review due: 09/02/2027

1. Introduction

Cube Group Training T/A LFS is committed to safeguarding and promoting the welfare of all participants, particularly children, young people, and vulnerable adults. This policy outlines our approach to safeguarding and provides a framework for ensuring that our training environment is safe and supportive.

2. Scope

This policy applies to all staff, trainers, volunteers, participants, and anyone working on behalf of **Cube Group Training T/A LFS**.

3. Objectives

- To promote the welfare of learners and protect them from harm.
- To provide staff and volunteers with the necessary information to identify and respond to safeguarding concerns.
- To ensure a safe environment where participants feel respected and valued.

4. Definitions

- **Safeguarding:** Protecting the health, well-being, and human rights of individuals, ensuring they live free from abuse, harm, and neglect.
- **Child:** Anyone under the age of 18.
- **Vulnerable Adult:** An individual aged 18 or over who is at risk of harm due to their situation or circumstances.

5. Roles and Responsibilities

5.1. Safeguarding Lead

- Appointed to oversee and implement the safeguarding policy.
- Responsible for handling safeguarding concerns and reports.
- Ensures staff and volunteers receive appropriate safeguarding training.

5.2. Staff and Volunteers

- Must understand and comply with the safeguarding policy.
- Responsible for reporting any safeguarding concerns to the Safeguarding Lead.
- Must complete regular safeguarding training.

5.3. Participants

- Encouraged to report any concerns to a member of staff or the Safeguarding Lead.
- Must respect the safety and well-being of others.

6. Training

- All staff and volunteers must undergo safeguarding training at least annually.
- The Safeguarding Lead will ensure training materials are up-to-date and relevant.
- Additional training sessions will be provided as necessary to address emerging risks.

7. Recognizing Abuse and Neglect

Staff and volunteers should be aware of the signs of abuse and neglect, which may include:

- **Physical Abuse:** Unexplained injuries, bruises, or marks.
- **Emotional Abuse:** Anxiety, depression, or sudden withdrawal.
- **Sexual Abuse:** Inappropriate sexual behavior or language/knowledge.
- **Neglect:** Poor hygiene, malnutrition, or untreated medical/physical issues.

8. Reporting Procedures

- Any concerns about a participant's welfare should be reported **immediately** to the Safeguarding Lead.
- The Safeguarding Lead will document the concern and take appropriate action, which may include contacting external agencies (Social Services or Police).
- Confidentiality must be maintained; information is shared only on a **need-to-know** basis.

9. Responding to Disclosure

If a participant discloses abuse or neglect:

1. **Listen** carefully and remain calm.

2. **Do not promise confidentiality**; explain that you have a duty to report the concern to ensure their safety.
3. **Document** the disclosure accurately using the participant's own words and report it immediately to the Safeguarding Lead.

10. Safer Recruitment

- All staff and volunteers will undergo background checks, including enhanced **DBS (Disclosure and Barring Service)** checks.
- Professional references will be obtained and verified.
- A thorough induction process will include mandatory safeguarding training.

11. Code of Conduct

- Staff and volunteers must maintain professional boundaries with participants at all times.
- Personal or intimate relationships with participants are strictly prohibited.
- Staff must respect the dignity, culture, and rights of all participants.

12. Monitoring and Review

- This policy will be reviewed annually by the Safeguarding Lead.
- Feedback from staff and participants will be considered during the review process.
- Updates will be made to address new legislative changes or identified risks.

13. Contact Information

Safeguarding Lead: Ferdinand Joseph

Email: info@learninstallation.co.uk

Emergency Contacts:

- **Local Authority Children's Services:** 030 0041 1111 / 030 0041 9191 (out of hours)
- **Local Authority Adult Services:** 03000 41 61 61
- **Police (non-emergency):** 101 (In an immediate emergency, always dial 999)
- **NSPCC Helpline:** 0808 800 5000

14. Policy Approval and Adoption

This safeguarding policy was approved by IQA: Ferdinand Joseph on **09/02/2026** and is effective immediately.