

## Safeguarding Policy

### Commitment to Safeguarding

Charlton Premier Skills is committed to protecting the welfare of all children, young people and vulnerable adults participating in our skills development programs and activities. This commitment extends to:

- Participants engaged through schools, colleges and community partners
- Visitors to our training centres and program locations
- Online program participants and digital engagements
- All staff, volunteers, trustees, contractors and partners delivering our services

### Scope of Policy

This policy applies to all situations where Charlton Premier Skills and all subsidiaries personnel interact with children or vulnerable adults, including:

- On-site program delivery
- Outreach activities in community settings
- Digital/online learning environments
- Residential programs and off-site visits

### Key Safeguarding Principles

1. **Prevention:** Avoiding unsupervised one-to-one contact through our "Two Adults Present" rule
2. **Protection:** Implementing robust recruitment, including DBS checks
3. **Participation:** Empowering young people to voice concerns
4. **Partnership:** Collaborating with schools, parents and local safeguarding partners

### Reporting Procedure

#### Immediate Actions

1. **Ensure Safety:** Remove the individual from immediate danger if necessary
2. **Record Facts:** Document details using our Incident Report Form including:
  - Date, time and location
  - Exact words used (no interpretation)
  - Observable signs or injuries
3. **Inform:** Tell the participant you must share the information with safeguarding leads

## Reporting Channels

Situation	Report To	Contact Method
General concern	CPS Safeguarding Lead	Programmes@charltonpremierskills.org.uk
School/ Learning Centre-based incident	School/ Learning Centre + CPS Lead	School/ Learning Centre Contact will be provided or Email: Programmes@charltonpremierskills.org.uk
Urgent/out-of-hours	Local Authority Children's Services	Local LADO contact/ Greenwich 020 8854 8888.
Criminal concern	Police	999 (emergency) or 101

*Never investigate concerns independently*

## Staff & Volunteer Safeguarding Standards

### Recruitment

- Enhanced DBS checks for all roles
- Two professional references verified
- Safeguarding questions in interviews

### Training Requirements

- Level 3 Safeguarding for DSLs
- Annual refreshers for all staff
- Program-specific briefings (e.g., online safety)

### Digital Safeguarding

- Approved platforms only for communications
- No private social media contact with participants
- Recorded and monitored online sessions


### Policy Governance

- Quarterly review by Trustee Safeguarding Committee
- Annual external audit of procedures
- Updated in line with:
  - Keeping Children Safe in Education (2023)
  - Working Together to Safeguard Children

- Data Protection Act 2018

**Designated Safeguarding Lead:**

Dennis Ssemwogerere

 07908174875

**Deputy DSLs:**

To be updated.

**Full Policy Available:**

[www.charltonpremierskills.org/safeguarding](http://www.charltonpremierskills.org/safeguarding)

*This policy was last reviewed on [date] and approved by the Board of Trustees*

**Related Policies:**

- Online Safety Policy
- Whistleblowing Policy
- Code of Conduct
- Safer Recruitment Policy

*All staff and volunteers must confirm they have read and understood this policy annually.*