

## **Johnson Training Ltd: Safeguarding of Children and Adults Policy**

### **1. Policy Statement**

Johnson Training Ltd is committed to safeguarding the welfare of all individuals who come into contact with the organisation through its training, assessment, consultancy and related activities.

Safeguarding involves protecting children, young people and adults at risk from harm, abuse, neglect, exploitation, illness or injury, and ensuring that appropriate action is taken where concerns arise.

Although Johnson Training Ltd does not provide training to children or undertake work in domestic settings, the company recognises that its staff, trainers, consultants and assessors may occasionally work in environments where children or adults at risk are present, including schools, hospitals, hospices and leisure facilities.

Johnson Training Ltd takes its safeguarding responsibilities seriously and will take all reasonable steps to minimise the risk of harm and respond appropriately to any safeguarding concerns.

### **2. Purpose of this Policy**

The purpose of this policy is to:

- set out Johnson Training Ltd's commitment to safeguarding;
- explain the safeguarding responsibilities of staff, trainers, consultants and assessors;
- ensure appropriate controls are in place when team members work in environments where children or adults at risk may be present;
- provide guidance on how safeguarding concerns should be recognised, reported and managed; and
- ensure safeguarding arrangements are reviewed regularly and remain appropriate to the nature of the organisation's activities.

### **3. Definition of Safeguarding**

Safeguarding is the action taken to promote the welfare of individuals and protect them from harm.

In relation to children, safeguarding includes:

- protecting children from maltreatment;
- preventing impairment of children's health or development;

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking appropriate action to enable children to achieve the best possible outcomes.

Safeguarding adults at risk includes protecting an individual's right to live safely, free from abuse and neglect, and responding appropriately where there are concerns regarding their welfare or wellbeing.

#### **4. Scope**

This policy applies to all individuals working for or on behalf of Johnson Training Ltd, including:

- directors and managers;
- employees;
- tutors and trainers;
- assessors;
- consultants;
- contractors; and
- any other individuals representing the organisation.

For the purposes of this policy, these individuals may collectively be referred to as “team members”.

#### **5. Johnson Training Ltd Operating Context**

Johnson Training Ltd is a private limited company providing specialist training to the leisure industry.

The company delivers industry-based training for pool plant operatives, managers and other personnel working within leisure facilities.

Training programmes may include:

- regulated qualifications on the Regulated Qualifications Framework (RQF); and
- programmes externally endorsed or quality assured by recognised awarding organisations.

A significant proportion of Johnson Training Ltd's externally endorsed programmes are delivered online or through blended learning using video conferencing and other digital technologies.

Face-to-face courses are generally short in duration. The maximum period of direct contact with learners is normally three days, with many courses lasting only one day. Consequently, opportunities for trainers to identify safeguarding concerns may be limited.

Nevertheless, Johnson Training Ltd recognises that safeguarding concerns may arise at any time. Relevant team members will therefore be provided with appropriate guidance and

training to help them recognise potential indicators of vulnerability, abuse or neglect and understand how concerns should be reported.

## **6. Age Restrictions for Learners**

Johnson Training Ltd provides training exclusively to adults.

Accordingly:

- all learners enrolling on face-to-face, online or blended-learning programmes must be aged 18 or over;
- individuals under the age of 18 are not permitted to enrol on Johnson Training Ltd training programmes; and
- where there is any doubt regarding a learner's age, appropriate verification may be requested before enrolment is confirmed.

## **7. Working in Schools, Hospitals, Hospices and Other Sensitive Environments**

Johnson Training Ltd may deliver training, consultancy or assessment activities within organisations such as schools, hospitals, hospices and other facilities where children or adults at risk may be present.

When working at these locations, the following controls will apply:

- the Johnson Training Ltd team member will be met by a representative of the host organisation;
- the host representative will escort the team member to relevant areas, including training rooms, plant rooms and swimming pool facilities where applicable;
- course participants will normally include employees or representatives of the host organisation;
- the host organisation will retain responsibility for the safeguarding arrangements applicable to its premises and service users;
- the Johnson Training Ltd team member will comply with reasonable safeguarding, security and access procedures required by the host organisation;
- team members should not intentionally place themselves in situations where they are alone with a child or adult at risk; and
- where access to areas containing children or adults at risk is necessary, suitable supervision or escort arrangements should be maintained by the host organisation.

Johnson Training Ltd expects host organisations to cooperate fully in maintaining the safety and wellbeing of learners, service users, visitors and Johnson Training Ltd personnel.

## **8. Disclosure and Barring Service Checks**

As a precautionary safeguarding measure, Johnson Training Ltd requires its trainers to undergo appropriate Disclosure and Barring Service (DBS) checks where applicable.

Johnson Training Ltd will consider the nature of each role and the activities undertaken when determining whether a DBS check is appropriate or legally required.

Because Johnson Training Ltd:

- does not provide training to children;
- does not undertake domestic work in private homes;
- normally provides short-duration training to adults;
- does not intend for team members to have unsupervised contact with children or adults at risk; and
- requires appropriate host-organisation supervision when working in sensitive environments,

the company does not normally consider it necessary for trainers, consultants, tutors or assessors to present an individual DBS certificate at every venue they attend.

Where a client, host organisation, awarding organisation or other relevant body has specific safeguarding or access requirements, these will be considered before the activity takes place.

## **9. Responsibilities of Team Members**

All team members are expected to:

- remain alert to potential safeguarding concerns;
- act professionally and maintain appropriate boundaries at all times;
- comply with this policy and any relevant procedures of the host organisation;
- avoid situations that could place themselves or others at unnecessary risk;
- report safeguarding concerns promptly;
- keep safeguarding information confidential and share it only with those who need to know; and
- cooperate with any safeguarding enquiry or investigation where required.

Team members are not expected to investigate allegations or determine whether abuse has occurred. Their responsibility is to recognise concerns, record relevant information accurately and report the matter through the appropriate safeguarding route.

## **10. Responding to a Safeguarding Concern**

If a team member becomes concerned about the welfare or safety of a child or adult at risk, they should:

1. remain calm and take the concern seriously;
2. listen carefully if an individual makes a disclosure;
3. avoid asking leading or unnecessary questions;
4. not promise absolute confidentiality;
5. record the relevant facts as accurately as possible;
6. report the concern promptly to the Johnson Training Ltd Safeguarding Lead; and

7. where appropriate, also follow the safeguarding procedures of the organisation or venue in which the concern arose.
8. If there is an immediate risk of serious harm or an emergency, appropriate emergency services or statutory authorities should be contacted without delay.

## **11. Safeguarding Lead**

The designated Safeguarding Lead for Johnson Training Ltd is:

**James Johnson**

The Safeguarding Lead is responsible for:

- providing advice and guidance on safeguarding matters;
- receiving and considering safeguarding concerns;
- determining whether concerns should be referred to an appropriate external agency;
- ensuring appropriate records are maintained;
- supporting staff involved in safeguarding matters; and
- overseeing the implementation and review of this policy.

## **12. Confidentiality and Record Keeping**

Safeguarding information will be handled sensitively and confidentially.

Information will only be shared where there is a legitimate safeguarding, legal or regulatory reason to do so and, where appropriate, with relevant statutory agencies, host organisations, awarding organisations or other responsible bodies.

Records relating to safeguarding concerns should be factual, accurate, dated and securely maintained in accordance with Johnson Training Ltd's data protection and record-retention arrangements.

## **13. Training and Guidance**

Johnson Training Ltd will provide relevant staff and team members with appropriate safeguarding information and guidance as part of their induction.

Periodic updates will also be provided where appropriate to ensure that knowledge and understanding of safeguarding responsibilities, legislation, best practice and reporting procedures remain current.

Copies of this policy will be made available to all relevant members of staff and individuals working on behalf of Johnson Training Ltd.

## **14. Partnership Working**

Johnson Training Ltd recognises that effective safeguarding may require cooperation between organisations.

Where concerns arise, Johnson Training Ltd will, where appropriate, work with host organisations, awarding organisations, safeguarding authorities and other relevant agencies in accordance with applicable procedures and legal requirements.

## 15. Monitoring and Review

Johnson Training Ltd will review this policy regularly to ensure that it remains appropriate, effective and consistent with the organisation's activities and responsibilities.

Safeguarding will be considered as a standing compliance matter within the company's governance and compliance arrangements.

The policy will also be reviewed following:

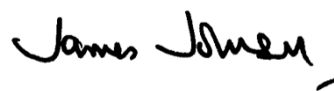
- significant changes to safeguarding legislation or guidance;
- changes to the nature of Johnson Training Ltd's activities;
- a safeguarding incident or concern that identifies a need for improvement; or
- changes to requirements imposed by awarding organisations, clients or regulatory bodies.

Any necessary amendments will be approved and communicated to relevant staff.

## 16. Policy Availability

This policy will be made available to all relevant Johnson Training Ltd staff, trainers, consultants and assessors.

Where appropriate, it may also be provided to clients, awarding organisations, regulators or other interested parties as evidence of Johnson Training Ltd's safeguarding arrangements.

|           |                                                                                                                  |
|-----------|------------------------------------------------------------------------------------------------------------------|
| Name:     | James Johnson                                                                                                    |
| Position: | Managing Director                                                                                                |
| Date:     | Signature:<br><br>30 06 2023 |

### Review Dates:

| Review date | Reviewed by: | Comments           | Version |
|-------------|--------------|--------------------|---------|
| 29/08/2024  | MJ           | No Change required | 1       |

|                                                  |    |                                                                           |   |
|--------------------------------------------------|----|---------------------------------------------------------------------------|---|
| 11/09/2025                                       | MJ | Minor amendments to wording and spacing.<br>Prevent now a separate policy | 2 |
| 26/11/2025                                       | JJ | JTL context further developed.                                            | 3 |
| 01/09/2026                                       | MJ | Policy revised and updated                                                | 4 |
| The next policy review date is <b>01 09 2027</b> |    |                                                                           |   |