



## Index

1.	Purpose .....	2
2.	Scope .....	2
3.	Legislative Governance .....	2
4.	Quick Reference Contacts Guide .....	2
5.	Principles .....	3
6.	CILT (UK) Responsibilities as an Awarding Body .....	4
7.	Responsibilities of CILT (UK) Accredited Centres.....	4
8.	Acting on Safeguarding Concerns.....	5
9.	Nine Principles.....	5
10.	Review and Monitoring .....	6
11.	Additional Points of Reference.....	6
	Appendix 1 Safeguarding Concerns Form.....	7
	Appendix 2 Reporting Flow.....	9

Document	Safeguarding Policy	Date Created	16 September 2025
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## 1. Purpose

CILT(UK) is a registered charity and professional education and training organisation, specialising in Transport, Logistics and Supply Chain industries, and as such we do not provide services for anyone under the age of 18.

We are committed to protecting the welfare of all vulnerable people, including our staff and those who access our programs or use our services, and anyone who engages with CILT (UK) at any level.

CILT (UK) wishes to ensure the maintenance of a safeguarding culture which protects vulnerable people who participate in any CILT (UK) workshops, programs and events organised by CILT (UK), or its subsidiary organisations.

This Policy provides guidelines that all CILT (UK) employees, volunteers and CILT (UK) Accredited Centre's must adhere to when working with vulnerable people on behalf of CILT (UK).

## 2. Scope

This policy applies to all CILT (UK) staff and volunteers wherever they are in the world, when participating in CILT (UK) activities or undertaking CILT (UK) business. It also offers guidance for CILT (UK) Accredited Centres.

## 3. Legislative Governance

There is a considerable body of legislation, government guidance and standards, and other advice, all of which are designed to ensure that vulnerable adults are protected from harm. In drawing up this policy CILT (UK) has consulted and reviewed this legislation and the requirements and recommendations of the Charity Commission.

## 4. Quick Reference Contacts Guide

### The Safeguarding Officer role and responsibilities

- Staff and volunteers understand their responsibilities in creating a safer organisation.
- There is a culture of openness, where everyone feels able to speak up and voice concerns.
- Your board understands the importance of safeguarding.
- Your designated safeguarding Deputy knows how to do their role well and has good training and support.
- Any concerns or allegations are promptly investigated and reported.
- Encourage safer organisation culture in verbal and actions.
- Ensure policies and procedures are embedded and updated and relevant.
- Ensure safeguarding is in Code of Conduct.

Document	Safeguarding Policy	Date Created	16 September 2025
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- How do all staff and volunteers contribute to keeping people safe.
- Responding to all initial safeguarding concerns and disclosure.
- Provide advice and support.

## Designated Lead responsibilities

- Managing safeguard referrals.
- Coordinating training.
- Raising awareness amongst staff and volunteers.

	Name	Contact Phone Number
<b>CILT (UK) Safeguarding Officer</b>	Shaun Fardy	01536 740117 / 07984 620656
<b>CILT (UK) Deputy Safeguarding Officer</b>	Tina Evans	01536 740120 / 07479 601630
<b>Police</b>	<b>101 / 999</b>	
NSPCC Whistle-blowing Helpline	0800 028 0285	
Local Authority Designated Officer / Designated Officer for Allegations (Northamptonshire)	<a href="mailto:LADOConsultations@NCTrust.co.uk">LADOConsultations@NCTrust.co.uk</a> , Andy Smith - 07850 854309 / Sian Edwards 07738 636449 / Francesca Hamilton 07443 348415	

## 5. Principles

The needs and rights of vulnerable adults are paramount. Any suspicions of and allegations of abuse and / or neglect will be taken seriously and responded to swiftly and appropriately.

It is the duty of all CILT (UK) members of staff, and volunteers to safeguard, to the best of their ability, the welfare of vulnerable adults with whom they come into contact during their duties and voluntary activities, and to protect them from assault and neglect from physical, sexual or emotional abuse.

It is the duty of any CILT (UK) member of staff, or volunteer who has concerns about possible abuse and / or neglect to vulnerable adults to report such concerns immediately through the standard whistleblowing procedures or to the Safeguarding Team at CILT [safeguarding@ciltuk.org.uk](mailto:safeguarding@ciltuk.org.uk)

It's important to ask for permission to share information about somebody, if they do not give us consent, we can break confidentiality and share information about them if we believe there is a safeguarding issue.

It's not always complicated to safeguard somebody. We might signpost to useful information, prior, so vulnerable people can get help themselves.

Document	Safeguarding Policy	Date Created	16 September 2025
Created by	Tina Evans – Head of HR, Facilities and Governance	Version No	1
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Safeguarding might also be taking responsibility for sharing appropriate information with any consultants, contractors, sub-contractors, partners and volunteers working with our users and staff.

## 6. CILT (UK) Responsibilities as an Awarding Body

CILT (UK) in its capacity as an Awarding Body has a role in ensuring the welfare of candidates taking our assessments. CILT (UK) will endeavor to ensure safeguarding by:

- Appointing a Safeguarding Officer who will record and monitor any safeguarding issues reported to us and ensure appropriate action is taken.
- Actively encouraging a climate through which protection issues are regarded as an essential element of relevant activities and events.
- Ensuring our Accredited Centres have appropriate Safeguarding Policies and procedures.
- Adopting protection guidelines that give clear procedures, for volunteer selection and vetting criteria, and a written code of conduct for members in Branches, Specialist Groups and other member organisations which may from time to time be created.
- Adopting a rigorous staff recruitment and selection policy which includes full risk analysis and appropriate vetting, reference and disclosure processes for appointments that will necessitate interaction with vulnerable adults.
- Adopting protection guidelines and procedures, and a written code of conduct for staff who interact with vulnerable adults.
- Planning all relevant activities so that protection issues are properly addressed.
- Sharing information on protection and good practice with members and staff.
- Issuing step-by-step guidance on the action to take in the case of concerns or allegations of abuse.
- Providing appropriate training for members and staff who interact with vulnerable adults, and appropriate training for member committees and members of staff.
- Having effective mechanisms in place to record and monitor safeguarding issues and ensure that appropriate action is taken.
- Monitoring and reviewing this policy and the associated procedures on a regular basis, at least annually.

## 7. Responsibilities of CILT (UK) Accredited Centres

CILT (UK) expects its Accredited Centres to have appropriate mechanisms to ensure safeguarding is embedded into its culture, this includes PREVENT policies. Centres have the primary responsibility for the welfare of their candidates, but CILT (UK) will ensure that it is satisfied that any issues have been acknowledged and dealt with appropriately during audit.

All Accredited Centres are required to have an appropriate Safeguarding Officer. Cases involving the conduct of Centre staff will be investigated and will involve statutory protection authorities if appropriate.

Document	Safeguarding Policy	Date Created	16 September 2025
Created by	Tina Evans – Head of HR, Facilities and Governance	Version No	1
Approved by	Helen Hardy - CEO		



## 8. Acting on Safeguarding Concerns

If anyone is concerned that a vulnerable adult is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

## 9. Nine Principles

### Principle 1 - A Safeguarding Policy

CILT (UK) will have a Safeguarding Policy in place.

### Principle 2 - Procedures and Systems

CILT (UK) will have clearly defined reporting procedures and response mechanisms that ensure safeguarding responsibilities are met.

This will include a designated Safeguarding Officer.

At the same time, as far as this is possible given those safeguarding responsibilities, CILT (UK) will ensure that obligations of confidentiality (reassuring all concerned that the matter will be dealt with sensitively and appropriately) are respected.

### Principle 3 - Prevention

CILT (UK) will adopt measures to minimise the risk of abuse by any person it retains to engage in any activity in relation to accessing our programs, use our services, and anyone who engages with CILT (UK) at any level.

### Principle 4 - Codes of Behaviour

CILT (UK) will have in place Codes of Behaviour that set out acceptable standards of behaviour and good practice for staff and representatives.

### Principle 5 – Implementation

CILT (UK) will give clear guidance to permanent staff and representatives on how the safeguarding policy will be adapted and applied.

### Principle 6 – Equality, diversity and inclusion

In accordance with equality legislation, in the exercise of its function CILT (UK) must have due regard to the need to combat discrimination and ensure procedures are equitably applied to all vulnerable adults.

Document	Safeguarding Policy	Date Created	16 September 2025
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## Principle 7 - Communication

CILT (UK) will make their safeguarding policy publicly available. The policy will be regularly reviewed, considering comments from appropriate stakeholders.

## Principle 8 - Education and training

CILT (UK) will provide appropriate initial and refresher training and development opportunities for staff and representatives.

## Principle 9 - Implementation and monitoring

CILT (UK) will monitor the implementation of their safeguarding policy.

In conclusion, these nine principles attempt to ensure that CILT (UK), develop and promote practice which safeguards vulnerable adults from abuse and exploitation. They additionally seek to meet regulatory and legislative requirements.

## 10. Review and Monitoring

This policy will be reviewed by the Company Secretary as a minimum, on an annual basis in line with legislative and regulatory standards and procedures.

## 11. Additional Points of Reference

Disclosure of Public Interest – Whistleblowing Policy	<a href="https://ciltuk.org.uk">https://ciltuk.org.uk</a>
Code of Conduct	<a href="https://ciltuk.org.uk">https://ciltuk.org.uk</a>
Complaints Policy	<a href="https://ciltuk.org.uk">https://ciltuk.org.uk</a>
Data Protection	<a href="https://ciltuk.org.uk">https://ciltuk.org.uk</a>
Disciplinary Policy	Employee Handbook
Equality, Inclusion and Diversity	<a href="https://ciltuk.org.uk">https://ciltuk.org.uk</a>
Grievance Policy	Employee Handbook
Privacy Policy	<a href="https://ciltuk.org.uk">https://ciltuk.org.uk</a>

Further information can also be found on the GOV.UK website

Document	Safeguarding Policy	Date Created	16 September 2025
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## **Appendix 1 - Safeguarding Concerns Form**

Name of the person to whom the allegation was reported	
Name of Adult/Child at risk	
Name of Learning Partner	
Name of individual whose behaviour is a cause for concern	
The above's association with Learning Partner	

Are these concerns:

- a) Your own ☐
- b) Raised with you by someone else ☐

Please provide details of what has prompted concerns about a vulnerable adult/child (please provide as much information as possible including significant dates, times, etc).

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Document	Safeguarding Policy	Date Created	16 September 2025
Created by	Tina Evans – Head of HR, Facilities and Governance	Version No	1
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Has any conversation taken place (with you or someone else) with:

The adult/child at risk	<input type="checkbox"/>
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Parents/carers of the individual	<input type="checkbox"/>
----------------------------------	--------------------------

The person whom the allegation has been made against	<input type="checkbox"/>
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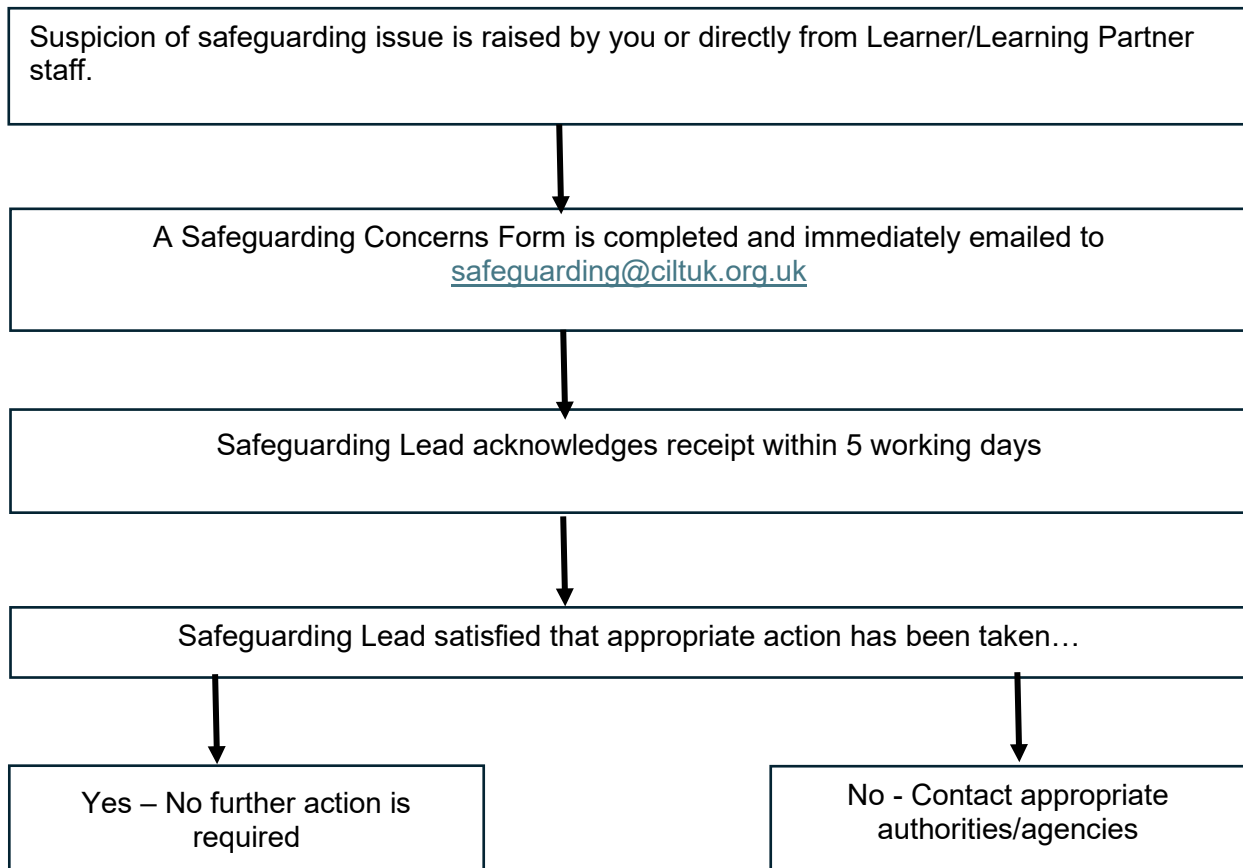
Please provide details below:

Document	Safeguarding Policy	Date Created	16 September 2025
Created by	Tina Evans – Head of HR, Facilities and Governance	Version No	1
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## Appendix 2 - Reporting Flow



Document	Safeguarding Policy	Date Created	16 September 2025
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