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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
Approved by	Helen Hardy - CEO		



## Scope

This Safeguarding Policy applies to all CILT (UK) staff, volunteers and independent assessors, via any means of engagement with children, young people and adults at risk ("People with vulnerabilities").

## Definitions

In this policy we use the terminology "**People with vulnerabilities**" to identify those that are children, young people and adults at risk of harm.

- CILT (UK) **volunteers** are classed as any persons engaging in official activities endorsed by CILT (UK) on a voluntary basis.
- CILT (UK) **staff** are any persons employed by the organisation.

**Independent assessors** are classed as 3rd party contactors performing educational activities on behalf of CILT (UK).

**Children and young people** are defined as any persons under the age of 18 years.

**Adults at risk of harm** are defined as aged 18 or over that is or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves, or protect themselves from harm or exploitation

## Policy Statement

Living a life that is free from harm and abuse is a fundamental right of everyone.

We all need to abide by this principle and to follow it; CILT (UK) is committed to safeguarding against abuse and harm.

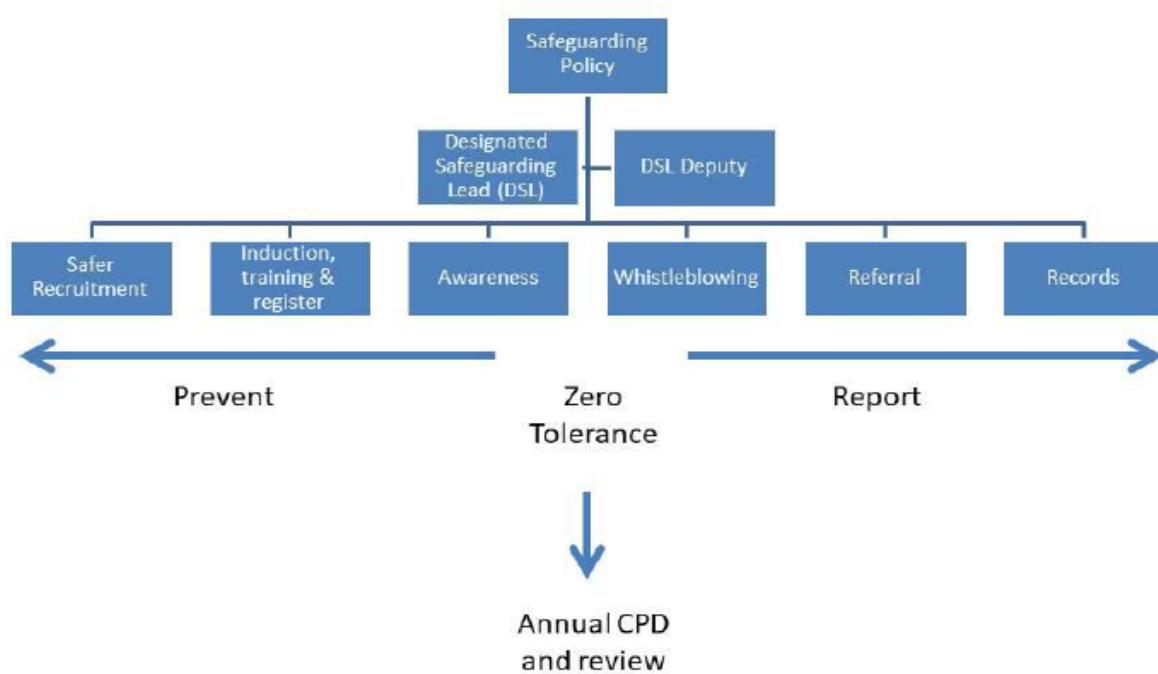
The CILT (UK) Safeguarding Framework is designed to prevent and report cases of abuse or neglect of vulnerable groups.

CILT (UK) has a zero-tolerance approach, and any incidences will be dealt with swiftly, effectively and in ways which are proportionate to the issues that have been identified. Safeguarding is everyone's responsibility, and this is communicated through our training and awareness programme.

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## 2. Framework



## 3. Safeguarding at CILT (UK)

This policy has been developed in line with current legislation and guidance. The framework is designed to prevent and protect Vulnerable Groups. To uphold these principles CILT (UK) safeguarding framework consists of:

- **Safer Recruitment** – an initial recruitment process is in place to ensure that references and checks are carried out.
- **Induction and training** – a programme is in place to ensure that all parties are aware of their responsibilities and have adequate training in how to recognise and report any safeguarding issues.
- **Awareness** – the DSL role includes raising awareness across the business as a whole to ensure that everyone understands that they have a duty to recognise and report any safeguarding issues.
- **Whistleblowing** – CILT (UK) has a whistleblowing service in place and safeguarding reports can utilise this confidential independent reporting service.
- **Referrals** – upon disclosure or discovery all cases will be reported to the proper authorities. All referrals will be recorded and monitored for progression.
- **Records** – full and comprehensive records shall be kept documenting all processes within the CILT (UK) Safeguarding Framework.

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## 4. Roles and responsibilities

Safeguarding is everyone's responsibility, and we all must be vigilant and report any suspected cases. For advice, guidance, disclosure or referrals contact the CILT (UK) Designated Safeguarding Lead at [safeguarding@ciltuk.org.uk](mailto:safeguarding@ciltuk.org.uk)

If you suspect serious injury or harm or believe any persons to be in immediate danger you must call 999.

## Contacts

	Name	Contact Phone Number
CILT (UK) Designated Safeguarding Lead	Shaun Fardy	01536 740117 / 07984 620656
CILT (UK) Deputy Safeguarding Lead	Tina Evans	01536 740120 / 07479 601630
Police	101 / 999	
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	

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