



**JOB SKILLS TRAINING
ASSOCIATION**

Registered UK Charity: 1207351

Safeguarding Policy **Job Skills Training Association**

Effective Date: March 2024
Last Reviewed: May 2025
Next Review Due: May 2026

www.jobskillstraining.org.uk



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164 Birchfeild Road East, Northampton NN3 2HF



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1. Policy Statement

At Job Skills Training Association, safeguarding is not just a policy requirement – it is part of how we work every day. We are committed to creating a safe, respectful, and supportive environment where children and young people aged 11–25 feel listened to, valued, and protected.

We understand that safeguarding concerns can arise in many different ways, both online and in person. Our approach is to act early, respond proportionately, and always put the welfare of children and young people first.

Safeguarding is everyone's responsibility. All staff, volunteers, and associates are expected to follow this policy and raise concerns without delay.

2. Scope of the Policy

This policy applies to:

- All children and young people aged 11–25 accessing Job Skills Training Association services
- All staff, trustees, volunteers, sessional workers, and contractors
- All activities delivered online, in person, or in hybrid formats

3. Legal and Regulatory Framework

This policy is informed by and complies with relevant UK legislation and guidance, including but not limited to:

- Children Act 1989 and 2004
- Care Act 2014
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (where applicable)
- The Mental Capacity Act 2005
- The Equality Act 2010
- UK GDPR and Data Protection Act 2018



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4. Safeguarding Principles

We are guided by the following principles:

- The welfare of children and young people is paramount
- All children and young people have the right to protection from harm
- Safeguarding concerns will be acted upon promptly
- Information will be shared appropriately on a need-to-know basis
- We will work in partnership with statutory agencies where required

5. Roles and Responsibilities

5.1 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead has responsibility for overseeing safeguarding practice, responding to concerns, and liaising with external agencies.

Designated Safeguarding Lead:

Name: Mrs. Snejuti Mukherjee

Email: jstraining.org@gmail.com

Telephone/WhatsApp: +44 7558 999784

5.2 Staff and Volunteers

All staff and volunteers must:

- Read and adhere to this safeguarding policy
- Attend safeguarding training appropriate to their role
- Remain vigilant and report concerns immediately to the DSL
- Maintain professional boundaries at all times

6. Recognising Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

- Physical, emotional, sexual abuse or neglect
- Bullying, harassment, or discrimination
- Online abuse or exploitation
- Radicalisation or criminal exploitation
- Self-harm or serious mental health concerns

All concerns, however small they may seem, must be taken seriously.

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7. Responding to Safeguarding Concerns

If a child or young person discloses a concern:

- Listen calmly and take the concern seriously
- Reassure them they have done the right thing
- Do not promise confidentiality
- Record the information accurately as soon as possible
- Report the concern immediately to the DSL

The DSL will:

- Assess the level of risk
- Decide on appropriate action
- Make referrals to children's social care, the Local Authority, or emergency services where necessary
- Keep clear and confidential records of actions taken

If a child or young person is in immediate danger, emergency services will be contacted.

8. Managing Allegations Against Staff or Volunteers

Any allegation or concern regarding a member of staff or volunteer must be reported immediately to the DSL.

Job Skills Training Association will:

- Take all allegations seriously
- Follow a fair and transparent process
- Take immediate steps to protect children and young people
- Liaise with the Local Authority Designated Officer (LADO) where required
- Suspend individuals from duties if necessary while investigations are ongoing

Confidentiality will be maintained, and information will only be shared with those who need to know.

9. Working Safely Online and In Person

9.1 Online Safety

A significant part of our work takes place online through training sessions, mentoring, and employability support. When working online, we will:

- Use secure and appropriate digital platforms
- Communicate with young people in a professional and respectful manner
- Avoid private or informal one-to-one messaging wherever possible
- Ensure online sessions are planned, structured, and transparent
- Obtain appropriate consent for online engagement

Staff and volunteers must not use personal social media accounts to communicate with young people about Job Skills Training association activities.

9.2 In-Person Safety

For face-to-face activities delivered in community venues, training centres, or partner locations, we will:

- Carry out risk assessments for activities and venues
- Ensure appropriate levels of supervision at all times
- Maintain clear professional boundaries
- Follow health and safety procedures
- Ensure young people know who they can speak to if they feel uncomfortable or unsafe

10. Safer Recruitment

We recognise that safer recruitment plays a vital role in safeguarding. Job Skills Training Association is committed to recruiting staff and volunteers who share our values and understand their safeguarding responsibilities.

Our safer recruitment process includes:

- Appropriate DBS checks for roles involving contact with children and young people
- Verification of identity and right to work
- Requesting and following up references
- Including safeguarding-related questions during interviews
- Providing safeguarding induction and ongoing support

No staff member or volunteer will begin unsupervised work with young people until all safeguarding checks are complete.

11. Training and Awareness

All staff and volunteers will receive safeguarding training appropriate to their role. Training will help individuals:

- Recognise signs of abuse, neglect, and exploitation
- Understand how to respond to disclosures
- Know how and when to report concerns

Refresher training will be provided regularly to ensure safeguarding knowledge remains current and effective.

12. Confidentiality and Data Protection

Safeguarding information will be handled sensitively and stored securely. Information will only be shared where necessary to protect children and young people, in line with data protection legislation.

13. Monitoring and Review

Safeguarding practice at Job Skills Training Association is monitored on an ongoing basis. This policy will be reviewed at least every two years, or sooner if:

- There are changes in legislation or statutory guidance
- A safeguarding incident highlights the need for review
- Best practice standards are updated

14. Organisation-Specific Safeguarding Scenarios

The following examples illustrate how safeguarding concerns may arise within Job Skills Training Association services:

- **Online Training Session:** A young person becomes withdrawn during online sessions and sends messages indicating distress. Staff record the concern and report it to the DSL for assessment and appropriate follow-up.
- **Employability Support:** A learner discloses that they are experiencing exploitation or unsafe living conditions. The disclosure is handled sensitively and escalated to the DSL.
- **One-to-One Support:** A young person attempts to communicate with a staff member outside agreed channels. Professional boundaries are reinforced and logged.

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These examples support staff understanding but do not replace professional judgement.

15. Board Approval and Version Control

Policy Owner: Job Skills Training Association

Approved by: Board of Directors / Management Committee

Date Approved: May 2025

Review Cycle: Every 1 years

16. Contact Details

If you have any safeguarding concerns or questions, please contact:

Designated Safeguarding Lead

Mrs. Snejuti Mukherjee

Email: jstraining.org@gmail.com

Telephone/WhatsApp: +44 7558 999784

By engaging with Job Skills Training Association services, all individuals acknowledge and agree to adhere to this Safeguarding Policy.

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