



Safeguarding Policy

October 2024

1. Introduction

The Retrofit Academy is committed to Safeguarding in line with national legislation and relevant national and local guidelines.

We will safeguard all learners by ensuring that our activities are delivered in a way which keeps everyone safe.

TRA is committed to creating a culture of zero-tolerance of harm to learners.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

TRA is committed to best safeguarding practice and to uphold the rights of all learners to live a life free from harm from abuse, exploitation and neglect.

2. Policy Statement

TRA believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

TRA is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

TRA acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

TRA recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

TRA recognises that there is a legal framework within which training providers need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by TRA will be consistent with the principles of safeguarding ensuring that

any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

3. Purpose

The purpose of this policy is to demonstrate the commitment of TRA to safeguarding learners and to ensure that everyone involved in TRA is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

4. Scope

This safeguarding policy and associated procedures apply to all individuals involved in TRA including Board members, senior management team, and staff, and to all concerns about the safety of adults whilst training in our organisation, its activities and in the wider community.

5. Commitments

In order to implement this policy TRA will ensure that

- Everyone involved with TRA is aware of the safeguarding procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a stakeholder.
- Any concern that a stakeholder is not safe is taken seriously, responded to promptly, and followed up in line with TRA Safeguarding Policy and Procedures.
- The well-being of those at risk of harm will be put first and the stakeholder actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures TRA.

- TRA will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, senior management team, staff understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- TRA uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
- TRA shares information about anyone found to be a risk to stakeholders with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events TRA includes an assessment of, and risk to, the safety of all stakeholders from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy, related policies (see below) and the Safeguarding Procedures are reviewed no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board.
- A named Designated Safeguarding Lead will always be available to learners. In the event that a DSL is unavailable, a member of the Senior Leadership Team will be on hand to address any safeguarding issues that may arise.

Designated Safeguarding Lead contact details

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