



# Safeguarding Policy

First Aid Training Provider

## 1. Policy statement

This organisation is committed to safeguarding and promoting the welfare of all learners. We recognise that safeguarding is everyone's responsibility, and we take all reasonable steps to ensure that children, young people, and vulnerable adults are protected from harm during training activities.

## 2. Scope

This policy applies to:

- All first aid training sessions delivered by the instructor/organisation
- All learners, including children (under 18) and vulnerable adults
- Any assistants, contractors, or volunteers involved in training delivery

## 3. Principles

We will:

- Prioritise the safety and wellbeing of all learners
- Treat all learners with respect and dignity
- Maintain appropriate professional boundaries at all times
- Respond appropriately to any safeguarding concerns
- Work in line with relevant UK safeguarding guidance and legislation

## 4. Safe practice

To ensure safe delivery of training, we will:

- Conduct sessions in appropriate, safe environments
- Ensure adequate supervision of learners at all times
- Avoid one-to-one unsupervised situations with children or vulnerable adults where possible
- Use clear, age-appropriate language and demonstrations
- Ensure physical demonstrations (e.g. CPR practice) are conducted respectfully and appropriately

- Gain consent before any physical contact during practical training

## 5. Responding to concerns

If a safeguarding concern is raised or suspected:

- It will be taken seriously and acted upon immediately
- The learner will be listened to and supported
- No promises of confidentiality will be made
- Concerns will be recorded factually and accurately
- Where appropriate, concerns will be reported to the relevant safeguarding lead, school, organisation, or local authority safeguarding team

If a child or adult is in immediate danger, emergency services will be contacted (999).

## 6. Record keeping

Any safeguarding concerns will be:

- Written down as soon as possible after the concern is raised
- Stored securely and confidentially
- Shared only with appropriate safeguarding authorities or organisations on a need-to-know basis

## 7. Recruitment and suitability

Where applicable, we will:

- Undertake appropriate background checks (e.g. DBS where required)
- Ensure all trainers are suitable to work with children and vulnerable adults
- Provide safeguarding awareness training to instructors where appropriate

## 8. Contact information

Safeguarding concerns should be directed to:

Designated Safeguarding Lead:

**Name:** Gary Owen

**Phone:** 0330 223 7965

**Email:** Gary.Owen@InspireFirstTraining.co.uk

## 9. Review

This policy will be reviewed annually or sooner if required due to changes in legislation or operational practice.

**Policy version:** 1.0

**Date:** 22 April 2026

**Signed:** Gary Owen