



Safeguarding Policy

Effective Date: November 2023 onwards.

At Earth & Beauty, we are committed to ensuring the safety, well-being, and protection of all learners, staff, and visitors. Our Safeguarding Policy outlines our responsibilities and procedures for safeguarding individuals, particularly vulnerable learners. This policy is designed to prevent and respond to any concerns or incidents related to abuse, neglect, or harm. Please familiarise yourself with the following guidelines:

1. Definition of Safeguarding:

- a. Safeguarding refers to the actions taken to promote the welfare and protect individuals, particularly those who are vulnerable, from abuse, harm, or exploitation.
- b. It includes but is not limited to protecting learners from physical, emotional, sexual abuse, neglect, radicalisation, discrimination, or any other forms of harm.

2. Designated Safeguarding Lead (DSL):

- a. The training provider will appoint a designated Safeguarding Lead who will oversee the implementation and coordination of safeguarding procedures.
- b. The DSL will receive appropriate training and stay updated on relevant legislation, guidance, and best practices.

3. Reporting Concerns:

- a. Any learner or staff member who has concerns about the safety or well-being of an individual should report them immediately to the DSL or a designated staff member.
- b. Concerns can be raised in person, in writing, or through a confidential reporting system, ensuring that the information is shared securely.

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4. Confidentiality and Information Sharing:

- a. All safeguarding concerns and reports will be treated with the utmost confidentiality, shared only with individuals on a need-to-know basis.
- b. Information will be shared in compliance with data protection laws and guidelines.
- c. Information sharing will be done in a timely manner and with relevant agencies, authorities, or support services to ensure appropriate action is taken.

5. Risk Assessment and Management:

- a. The training provider will conduct regular risk assessments to identify potential risks and vulnerabilities within the learning environment.
- b. Appropriate measures will be implemented to manage and minimise identified risks, ensuring the safety and well-being of all learners.

6. Training and Awareness:

- a. Staff members will receive comprehensive safeguarding training to recognise signs of abuse, understand reporting procedures, and respond appropriately to safeguarding concerns.
- b. Regular training and awareness programs will be provided to learners to educate them about safeguarding, how to protect themselves, and how to report concerns.

7. Safer Recruitment:

- a. The training provider will follow robust recruitment procedures, including background checks and reference verification, when hiring staff or volunteers who may have direct contact with learners.
- b. Safeguarding considerations will be included in the recruitment and selection process to ensure individuals with a history of relevant offenses are not employed.

8. Partnership and Collaboration:

- a. The training provider will work in partnership with relevant external agencies, such as local authorities, child protection services, or welfare organisations, to ensure appropriate support and interventions are provided when necessary.
- b. Collaboration will be maintained to share information, seek advice, and access additional resources or expertise.

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9. Record-Keeping:

- a. Accurate and secure records will be maintained for all safeguarding concerns, incidents, and actions taken.
- b. Records will be stored in compliance with data protection laws and guidelines.

10. Review and Monitoring:

- a. This Safeguarding Policy will be regularly reviewed and updated to reflect changes in legislation, guidance, or best practices.
- b. The effectiveness of the Safeguarding Policy and procedures will be monitored and evaluated on an ongoing basis, and necessary improvements will be made accordingly.

11. Whistleblowing:

- a. The training provider encourages a culture of openness and transparency.
- b. Learners and staff members are encouraged to report any concerns related to safeguarding, even if they involve individuals in positions of authority.
- c. Whistleblower protection will be provided, and concerns will be handled with sensitivity and in accordance with relevant policies and procedures.

12. Support and Referral:

- a. Learners who disclose or are identified as victims of abuse, neglect, or harm will be provided with appropriate support and referral to relevant external agencies or support services.
- b. The training provider will ensure that learners have access to information about available support services and guidance on how to seek help.

13. Parental/Guardian Involvement:

- a. The training provider recognises the importance of engaging and involving parents/guardians in safeguarding matters, particularly for learners who are under 18 years of age.
- b. Parents/guardians will be provided with relevant information about the Safeguarding Policy, reporting procedures, and available support services.

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14. Policy Dissemination and Training:

- a. This Safeguarding Policy will be made available to all learners, staff members, and relevant stakeholders.
- b. Training sessions, workshops, or informational materials will be provided to ensure awareness and understanding of the policy, procedures, and responsibilities.

15. Legal Compliance:

- a. The training provider will adhere to all applicable laws, regulations, and guidelines related to safeguarding, including but not limited to child protection laws and data protection regulations.

By implementing and adhering to this Safeguarding Policy, we aim to create a safe and nurturing learning environment at Earth & Beauty. Safeguarding the welfare of our learners and promoting their well-being is our utmost priority.

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