



Safeguarding Policy

Introduction

Safeguarding is the process of taking all reasonable measures to minimise any possible risks of harm to an individual's welfare and, if required, to take all appropriate actions to address such risks. This is especially relevant when delivering our training and education services to young people, vulnerable adults and/or apprentices.

Safeguarding is about making sure everyone, irrespective of age, is treated with dignity and respect and does not suffer abuse. This is particularly important for those who are unable to protect themselves from harm and abuse, possibly because of their age, a disability or because they are unwell. To ensure this, care has to be of high quality in order to prevent abuse happening. It also means there is an effective response if there is evidence or a suspicion of abuse.

Our Policy Statement

Cordie Ltd is committed to the protection and safeguarding of all people within our remit (including young people, vulnerable adults and/or apprentices) and to putting in place effective control mechanisms to safeguard against abuse and other harmful behaviours. We expect all of our employees, Associates and suppliers to share this commitment.

There are numerous threats to the well-being of people (including young people, vulnerable adults and/or apprentices), some more obvious than others. These include, though are not limited to:

- Physical, psychological and/or emotional abuse;
- Domestic violence and/or abuse;
- Sexual abuse;
- Harmful sexual behaviours;
- Discriminatory abuse;
- Neglect, self-neglect and/or acts of omission;
- Bullying and/or harassment;
- Peer on peer abuse;



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Last Review Date: 19/05/23

Next Review Date: 19/05/24



- Financial or material abuse;
- Modern slavery;
- Stress; and
- Online threats.

Cordie Ltd recognises the need for constant vigilance and awareness of such and has a zero-tolerance policy of any abuse and any other harmful behaviours. We promote the welfare of young people, vulnerable adults, apprentices as well as the protection of our staff. All Cordie staff and trainers receive appropriate training and induction in order to understand their roles and responsibilities fully with regard to safeguarding and to have confidence in carrying them out.

The Law

Cordie Ltd acknowledges and complies with all the relevant aspects of the following UK legislation and statutory guidance, as updated from time to time:

- Children Act 1989, as amended by Children & Social Work Act 2017
- Keeping Children Safe in Education Guidance
- Prevention of Terrorism Act
- Safeguarding Vulnerable Groups Act
- Equality Act
- The Prevent Duty
- Ofsted's Safeguarding Children and Young People and Young Vulnerable Adults Policy (2015), updated Sept 2021.

Associated Policies

Cordie Ltd operates a number of policies internally to ensure we fulfil all responsibilities towards the safeguarding of people within our remit and that we are conducting business ethically, transparently and with integrity. These include:



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1. **Anti-Radicalisation & Prevention (Prevent) Policy** – We strive to recognise and manage the threat posed to our staff, students and apprentices by any individual or group of individuals engaging in violent extremism in the name of ideology or belief.
2. **Diversity & Equal Opportunities Policy** – This policy sets out the organisation’s commitment to high levels of quality assurance and equal treatment of staff, clients, students, apprentices, visitors, Associates, suppliers and members of the wider community regardless of age, gender, disability, religious belief, racial heritage, sexual orientation or identity, and explains how we apply these in practice.
3. **Health & Safety Policy** – We are committed to taking all reasonably practicable steps necessary to safeguard the health, safety and welfare of our employees at work and the health and safety of other persons that might be affected by our work, in particular all visitors, customers, clients, students, apprentices, Associates and suppliers.
4. **Modern Slavery Statement** – Cordie has a zero tolerance policy to any form of modern slavery and is committed to acting with integrity, transparency and ethics in all of our business dealings and to putting in place effective control mechanisms to safeguard against them.
5. **Recruitment & Selection Policy** – We operate a robust recruitment and selection policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will. We do require all customer-facing frontline staff to undertake appropriate DBS security checks.
6. **Complaints Policy** – We operate a Complaints Policy so that all members of the public, customers and employees know that they can raise concerns confidentially about practices within our business or supply chain, including any concerns around safeguarding issues, without fear of reprisals.
7. **Quality Policy** – This policy explains our Quality Management System and certification in accordance with all relevant statutory and regulatory requirements. Copies are available to all members of staff, customers, students, apprentices, Associates and suppliers upon request.
8. **Data Protection & Information Assurance Policy** – This policy sets out how we use and protect any personal information provided to us by those individuals with whom we serve, work and liaise.



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Who To Contact

Cordie Ltd has a ***Dedicated Safeguarding Lead*** who makes sure students and apprentices studying at Cordie are safe and supported. If you have any concerns regarding yourself or someone you know, please discuss this with the Dedicated Safeguarding Lead.

Should you have any concerns relating to the safeguarding or the protection of any person (including children and/or vulnerable adults), please contact the Dedicated Safeguarding Lead, who can offer you advice and assistance.

Cordie's Dedicated Safeguarding Lead is ***Andrea Reynolds*** who can be contacted directly on: 07743 893333 or email: andrea.reynolds@cordie.co.uk

Out of Hours

Safeguarding is as equally important outside of normal working hours as it is during them. With regards to learners, this includes studying in the evening, studying during the weekend and studying online. Please note that the Dedicated Safeguarding Lead can be contacted at any time.

This policy applies to all the operating divisions of Cordie Ltd. Cordie reserves the right to amend the Safeguarding Policy from time to time. Thank you for your commitment to this policy. A full copy of this policy is accessible to all employees and Associates electronically and can be obtained upon request. A copy of this policy is also available on our public website.

Andrea Reynolds
Managing Director, Cordie Ltd



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