

SAFEGUARDING STATEMENT

July 2015

The CADcentre takes seriously the issue of Safeguarding for all learners and staff.

Please ensure you read the following policies.

1. Safeguarding
2. Equality & Diversity
3. Wellbeing
4. E-Safety
5. ICT Acceptable Use
6. Health and Safety
7. Learner Manual.

If you do not have a copy of any of these policies, please contact your trainer/assessor or manager immediately. Trainers/ Assessors will be discussing these issues with you on an on-going basis from now on.

If any learners or staff member has any concerns whatsoever about their safety, please contact your trainer /assessor or manager.

Always feel free to contact us if you are worried about any issue.

Stay safe by:

- a. Being aware of the policies and procedures.
- b. Reporting any concerns you have about abuse: emotional , sexual, physical or neglect.
- c. Be aware of E-Safety, always know who you are talking to on the Internet and when taking part in social media.
- d. Reporting any instances of bullying, cyber-bullying, harassment, discrimination.
- e. Reporting any Health & Safety or unsafe practices at work.

Each office holds contact numbers for helpline agencies, and there are also contact lists in your learner manual.

Or please contact the General Manager or Director of the CADcentre

General Manager: Linda Thomas: 01792 644178

Director : Karen Smith 01633 252502.

Director signature

