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1	06/03/22	Rhys Richardson (RR)	Created
2	06/03/23	Rhys Richardson (RR)	Annual Review
3	06/03/24	Rhys Richardson (RR)	Annual Review
4	06/03/25	Rhys Richardson (RR)	Annual Review
5	23/04/25	Rhys Richardson (RR)	New template and wording

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1. Policy Statement

Richardson Rail Services Ltd is committed to safeguarding the welfare of all individuals who come into contact with our operations. This includes employees, contractors, clients, visitors, and any members of the public affected by our work. Safeguarding is a shared responsibility, and we aim to create a safe, respectful, and inclusive environment for all.

2. Scope

This policy applies to all Richardson Rail Services Ltd personnel including full-time, part-time, temporary, contract workers, consultants, volunteers, and third-party partners, regardless of their role or seniority.

It also extends to all third-party individuals who attend our premises or locations for the purposes of training, assessment, or professional development. We are committed to ensuring that everyone engaging with our training and assessment services is treated with respect and safeguarded from harm.

3. Responsibilities

All individuals associated with the Company are expected to:

- Promote a safe and supportive working and learning environment
- Recognise signs of potential harm, abuse, or exploitation
- Take immediate action to report concerns
- Cooperate with safeguarding procedures and investigations

Managers, trainers, and assessors must:

- Ensure all participants are informed of safeguarding principles during induction or onboarding
- Act immediately on concerns raised during training or assessment events
- Maintain professional boundaries and ensure appropriate conduct throughout all interactions

4. Reporting Procedures

If a safeguarding concern arises:

- Report the matter immediately to your line manager, HR, or the Managing Director
- In an emergency or if someone is in immediate danger, contact the appropriate emergency services
- All concerns will be handled sensitively, professionally, and confidentially

5. Training and Awareness

- All staff will receive safeguarding awareness training at induction
- Refresher training will be provided periodically to ensure continued competence



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- Individuals attending training or assessments will be informed of safeguarding procedures and how to raise a concern

6. Confidentiality and Response

- All safeguarding concerns will be dealt with in a confidential manner
- Disclosures will only be shared with those who need to know in order to respond appropriately
- The Company will work closely with external agencies where required to protect individuals at risk

7. Alignment with Standards

This policy is designed to align with:

- NSAR guidance on safeguarding in rail training and assessment
- RTAS expectations regarding safe conduct and learner protection
- Sentinel Scheme Rules promoting a safe and inclusive environment for all workers
- Best practices for safeguarding in operational and training environments

Richardson Rail Services Ltd will monitor developments in industry and regulatory guidance to ensure ongoing alignment and improvements in safeguarding practices.

7. Review

This policy will be reviewed annually or following any safeguarding incident, legal change, or operational feedback. Updates will be authorised by senior management.

Signed: 
Name: Rhys Ricardson
Position: Managing Director
Date: 23rd April 2025