

## **Agility People Services Limited**



*Developing your  
business*

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**AUDITS, REVIEW, UPDATES AND REVISIONS PAGE**

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# Agility People Services Limited

## SAFEGUARDING POLICY



1. GENERAL STATEMENT
2. ROLES AND RESPONSIBILITIES
3. HARRASSMENT MEANING AND KINDS OF HARRASSMENT OR BULLYING OR PHYSICAL ASSAULT
4. TRAINING COMMITMENT
5. EMPLOYEE MANAGEMENT SKILLS OR ANTI HARRASSMENT SKILLS
6. COMMUNICATION
7. EMPLOYEE HARASSMENT, SAFEGUARDING COMPLAINTS
8. INVESTIGATE A FORMAL COMPLAINTS
9. ACCIDENTS AND SAFEGUARDING INCIDENTS
10. EMPLOYER LOCATION
11. MONITORING OF THE POLICY
12. PREVENT POLICY
13. ANTI- SLAVERY AND HUMAN TRAFFICKING STATEMENT

## **AGILITY PEOPLE SERVICES LIMITED**

### **SAFEGUARDING POLICY**

#### **1. GENERAL STATEMENT**

Agility People Services Limited, recognises that the employment and management of our Employees and training of Learners, is important and therefore gives full backing to this policy and full support to any person implementing it. Our aim is to Get it right first time. (GIRFT)

It is company Safeguarding policy to as far as reasonably practicable to provide, practise, implement, monitor, measure and review our Safeguarding Policy and statement and put it into practise. Agility also implements an Equal Opportunity Diversity Policy to ensure their practises, activities, are in accordance with the law. This company will not tolerate the harassment or bullying of one member of its community by another within the company, a customer or a learner.

Employees with management or supervisory responsibility must ensure the implementation of the Safeguarding Policy and Equal Opportunity Policy measures contained in this policy are carried out, by arranging for the provision of adequate information and training. They must also ensure their responsibilities are delegated when they are absent.

Effective implementation of this policy requires the wholehearted commitment of everyone in the company. All employees are reminded that legally they must abide by the following legal rules:

1. The Race Relations Act 1976
2. The Sex Discrimination Act 1975
3. The Disability Discrimination Act 1995
4. Health and Safety Act 1974
5. The Counter Terrorism and Security Act 2015
6. Children Act 1989
7. Children Act 2004
8. Safeguarding Vulnerable Groups Act 2006
9. Keeping Children Safe in Education: Statutory guidance for schools and colleges (2014)
10. The Care Act 2014, which came into effect from 1st April 2015

If any employee disregards their obligations to these Acts, it will be considered as gross misconduct and therefore severe disciplinary action may result. Every person or member of staff is also personally liable under these Acts. Agility has a zero-tolerance approach to abuse of vulnerable persons or children.

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A copy of this general statement will be given/or displayed on notice boards, to all employees and appropriate training arranged to ensure they are aware of their responsibilities.

The Safeguarding Policy will be revised, when necessary, particularly when the business changes its nature or size. To ensure effective use of this policy and the way in which it operates will be reviewed annually. Such revisions will be brought to the attention of the relevant personnel.

Signed: **Carolyn Scotchbrook**  
Last updated:

Date:  
Date:

## **2. ROLES AND RESPONSIBILITIES**

The Management are responsible for ensuring the Company fulfils its legal duties and a duty of Care under the hierarchy controls of: The Race Relations Act 1976 The Sex Discrimination Act 1975, Children Act 1995 & 2004 The Disability Discrimination Act 1995, Health and Safety Act 1974, and The Care Act 2014 which came into effect from 1st April 2015. To ensure that the Agility under the legal implications by the appointment and monitoring of appropriate staff to ensure such employees have a clear understanding of their responsibilities.

The recruitment and selection of staff is to include Reference check and Disclosure & Barring Service (DBS) or Criminal Records Disclose (CRB) as Agility Security Procedures. Accurate records must be maintained of all checks carried out on staff and a single central list in place. Staff DBS or CRB should be periodically updated. Staff to receive appropriate training. Any new staff who has not had a Disclosure & Barring Service (DBS) check cannot complete one to one training. Agility People Services has a service level agreement with companies it works with to ensure that vulnerable people are managed safely in their businesses which includes Disclosure & Barring Service (DBS). Agility's recruitment and selection of staff and dealing with allegations of abuse is to accurate record and maintain checks carried out on staff and a single central list be in place.

In safeguarding and duty of care Agility have a safeguarding coordinator and a channel coordinator who is designated to be responsible for child protection issues. All guest trainers, works experience or any suspected cases of abuse would be handled by the said persons and by carrying out a risk assessment and DBS checks. Any learners that have a Care plan staff must work with learners and the agreed written by professionals for their assessed needs, any risks to themselves or others, personal goals, support available and progress towards recovery.

For Safeguarding information, meaning, and training and local The Teeswide Safeguarding Adults Board is a statutory body working across the four local boroughs to effectively prevent and respond to adult abuse and [CPD in Further Education - The Education and Training Foundation \(et-foundation.co.uk\)](http://www.et-foundation.co.uk).

### **3. HARRASSMENT AND VULNERABLE PERSONS MEANING AND KINDS OF HARRASSMENT AND OR VICTIMISATION OR BULLYING OR PHYSICAL ASSAULT**

All employees should acquaint themselves with the Harassment meaning and kinds of Harassment or bullying and physical assaults.

#### **MEANING:**

Harassment & Victimisation can take a variety of different forms ranging from repeatedly ignoring a colleague or subjecting them to unwelcome attention, to intimidation, humiliation, ridicule or offence. More extreme forms of harassment & Bullying include physical threats of violence. Harassment & bullying may consist of a single incident or a series of incidents. Behaviour that may appear trivial as a single incident, can constitute harassment or Victimisation when repeated, or in the context of the employee or manager relationship. Harassment & Victimisation behaviour may not always be intentional, but is always unacceptable, whether intentional or not.

Bullying is the exercise of power over another person through negative acts of behaviours that undermine the person or their professionally. Bullying can be threatening, insulting, abusive, disparaging or intimidating behaviour which places inappropriate pressure on the recipient or has the effect of isolating or excluding them. Bullying can take the form of shouting, sarcasm, derogatory remarks concerning job performance or constant criticism. Bullying is to be distinguished from vigorous academic debate or the actions of a manager making reasonable (but unpopular) requests of employees.

#### **VULNERABLE PERSONS: (COULD BE)**

- A single person who meets a group that harasses or bullies the single person
- A young person or vulnerable person put in a position that they cannot handle, or they do not have the social skills to handle.
- A person empowered by a more physically person
- A person empowered or controlled by politically powerful person, group or rules that not legal or unfair
- A vulnerable person may be requested to do something they cannot do i.e., attend an interview as there is not any access to wheelchairs.

#### **KINDS OF TYPES OF HARASSMENT OR BULLYING**

This list is not exhaustive.

##### **A. SEXUAL HARASSMENT**

Sexually provocative remarks or jokes, offensive comments about dress or appearance, the display or distribution of sexually explicit material, unwelcome sexual advances or physical contact, demands for sexual favours or assault.

##### **B. RACIAL HARASSMENT**

Usually directed to people from ethnic minorities, in the form of jokes, gratuitous references to a person's colour, race religion, and nationality, remarks about dress, culture, or custom, ridiculing or undermining an individual of fostering hatred prejudices towards, individuals or particular groups.

**C. DISABILITY HARRASSMENT**

The disabled can be ignored, disparege or ridiculed because of mistaken assumptions about their capabilities. Their disability rather than their ability can become the focus of attention and harassment can include inappropriate personal remarks. Jokes or inappropriate reference to an individual's appearance

**D. SEXUAL ORIENTATION HARRASSMENT**

Aimed at heterosexual people, gay men, lesbians, bisexual men and women, (EGBT) about their sexual orientation, about homophobic remarks or jokes, offensive comments, threats to disclose a person's sexual orientation to others, offensive behaviour relating to HIV or AIDS status and there is a problem of complaining as their sexual orientation may not be known to anyone.

**E. GENDER HARASSMENT**

Aimed at men, women or transgender people (people who have undergone, are undergoing, or intend to undergo gender reassignment), in the form of jokes, offensive comments and sexual orientation.

**F. RADICALISATION AND VIEWS**

Aimed at men, women or vulnerable people to incite hatred, or physical violence or emotional violence, to incite aggression, harassment or bullying or nonviolence. To impose radical and extreme views for totalitarian on areas of political, religion, social or other with the intention of sociological entrapment that gives individuals no other place to go to satisfy their material and spiritual needs.

**G. UPSKIRTING**

The Voyeurism (Offences) Act 2019, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any sex, can be a victim.

**PHYSICAL ASSAULTS**

Physical Assaults will not be tolerated staff, employees, and learners are advised to contact help through line manager or other staff and contact the policy. As this is a business policy any physical assaults will be investigated, documented and handed over to the policy.

There are three basis types of assault offence:

common assault

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actual bodily harm (ABH)

grievous bodily harm (GBH)/ wounding

#### **4. TRAINING COMMITMENT**

The Staff are responsible for new staff fulfils their legal duties to The Counter Terrorism and Security Act 2015, Equality Act 2010, The Race Relations Act 1976, The Sex Discrimination Act 1975, The Disability Discrimination Act 1995, Health and Safety Act 1974, Children Act 2004, Safeguarding Vulnerable Groups Act 2006 its implications by the appointment and monitoring of appropriate employees ensuring such employees have a clear understanding of their responsibilities. This includes attending and completing training on Prevent and Safeguarding, registering said training in their Continuous Professional Development files and folders.

Agility People Services is committed to put into practise training of our Recruitment and Training Induction Package is to deliver:

Welcome employees and learners to Agility

To put into practise our Equal Opportunities and Diversity Policy

To put into practise our Harassment and Vulnerable Policy

To put into practise our Health and Safety policy

To let employees and learners understand and know the procedure for Grievances, Complaints and Discipline.

Agility's commitment to learning, training and development.

Agility's commitment to keeping up to date to with new technology which will meet our customers and employees needs, through training investment in our employees.

Agility's commitment to 360 degrees reviews and appraisals

Agility's commitment to employees through work based learning and continuous professional development.

Agility's commitment to learning by our best practises or learning by our mistakes by logging our Critical incidents

Agility's commitment to good communication practises, in the forms of notice boards, memos, staff notice information, staff outings, quality circles, staff meetings, team briefing to name but a few.

Safeguarding, Prevent procedures and the promotion of British values.

#### **5. EMPLOYEE MANAGEMENT SKILLS OR ANTI HARRASSMENT SKILLS**

Agility People Services are committed to put into practise by Director, Senior Managers or line managers to stop any harassment or bullying of vulnerable person.

TO ANY OF THE FOLLOWING PEOPLE

- Directors
- Managers
- Line Managers
- Colleagues
- Employees
- Staff
- Customers
- Learners
- General Public

## HARRASSMENT OR BULLYING BEHAVIOUR – OF ANY OF THE FOLLOWING BEHAVIOUR

- Repeatedly ignoring a person
- Subjecting a person to unwelcome attention
- Any kind of intimidation
- Any kind of humiliation
- Any kind of ridicule
- Any offensive behaviour
- Physical threats of violence.
- Any kind of threats
- Using or exercising of power through negative acts of behaviours
- Undermining the person's professional
- Any kind of insults
- Any kind of abuse
- Any disparaging or intimidating behaviour
- Any kind of exclusion
- Any kind of shouting
- Any kind of sarcasm
- Any kind of derogatory remarks concerning job performance
- Any kind of constant criticism.
- Rude posters or calendars
- Sexual advances
- Racial hatred
- Disability hatred
- Disability assumptions
- Sexual assumptions
- Gender hatred

### **Human Rights example**

A woman using the gym equipment in her local leisure centre is regularly subjected to comments from male staff members such as 'watch what you say in front of her, it's her time of the month again'. This could amount to harassment related to sex.

## **6. COMMUNICATION**

It is the responsibility of all Agility employees, to promote favourable employee relations and stop any harassment or bullying behaviour of any persons.

It is the responsibility of all Agility employees to report any harassment or bullying behaviour to the senior management.

## **7. HARASSMENT, SAFEGUARDING AND COMPLAINTS PROCEDURE**

It is the responsibility of all Agility employees to be aware of the Agility Harassment and Vulnerable Policy and the Bullying complaints procedure and their responsibility.

Any complaint from employee, learner, customer, director, senior manager or general public are to be dealt with by the set procedure in designated time constraint.

- a. Any complaint which is verbal or written will be taken serious by any employee.
- b. A complaint can be in writing or verbal
- c. Any complaint should be brought to the attention of the senior person, or director if this is the harasser.
- d. A complaint can be to colleague who should report it to the most senior line manager
- e. The complainant can bring a representative, trade union representative or some member of staff to meeting, when bringing a complaint to a colleague, line manger or HRM person
- f. Any complaint will be considered carefully and addressed speedily
- g. Any complaint will be where possible by in confidence
- h. All employees and learners are to be made aware at beginning of their employment and throughout their employment of Agility's complaints form and procedure
- i. If the harassment is considered group harassment, then the person starting with the most authority should stop the group harassment and should be investigated
- j. The effective supervision of children and vulnerable adults and effective links with relevant external agencies to support vulnerable and young people should be ensured.

## **8. INVESTIGATE A FORMAL COMPLAINTS**

The HRM or Senior Manager to:

- To construct a panel of staff of two senior managers, person in charge of Equal Opportunities and Diversity and a representative of the Human resource department or non-senior manager.
- Notes are to be take on the meeting
- Letter send to the complainant of time and meeting place
- Complainant to be offered option of bringing fellow employee or trade union official or a mediator of their choice ACAS or Citizens Advice Bureau Representative.
- No member of the Panel should be from the department complaint originated
- The panel should be reflected variety wherever possible
- The role of the panel is to interview the complainant, alleged harasser and any other relevant people
- HRM or senior manager to inform in writing the complaint made against him/her
- The HRM or senior manager to convey the outcome of the Investigatory Panel in writing
- The HRM or senior manager to explain any resulting actions to be taken to persons.
- The HRM or senior manager to offer counselling to one or both parties

- If the allegation is true, it is gross misconduct and the procedure for gross misconduct must be followed.
- The HRM to offer relocation if needed and possible.

## **9. ACCIDENTS AND SAFEGUARDING INCIDENTS**

The new recruits and learners: to have a first day induction of rules, prohibitions and restrictions, and or health and safety training needs. Accident registrations are to audit by checking the company Accident book. Any accidents where the employee or the learner goes home is to be monitored for three days or until they have seen medical expert advice. Any accidents that caused the employee or learner to go home and where the learner has three days absence or attends hospital or has any serious injury the company shall abide by the LSC and Local government procedure and register the accident through their policy and procedure.

All accidents, safety incidents, prevent incidents and Anti-Slavery reported to staff are to be progressed to safeguarding coordinator and a channel coordinator who are designated to be responsible for child protection issues. Any incidents of safeguarding, prevent, and Anti-Slavery are to be act on by investigated, recorded using company forms, and if needed acted upon, resolved and or followed up.

## **10. EMPLOYERS LOCATION**

Any training or assessments made not on Agility's building have a risk assessment and an Employer Location Health, Safety and Welfare Assessment Record and a service level agreement must be completed. (A service level agreement between the employer's location and the Agility People Development must be made if any training is to be done on the employer's location). Any failures or poor health and safety methods should be reported to the training director. The training director to take measures, to help the employer location, to safe methods of working, or to inform the employer of unsafe methods, or training to be completed at Agility's building or not at all.

## **11. MONITORING OF THE POLICY**

Agility's HRM or senior manager to keep the implementation of this policy under review and will monitor its use

## **12. PREVENT POLICY – (FULLY POLICY ON REQUEST)**

Trainers, Assessors, Internal Verifiers and Management (to be referred to as Staff) are responsible for ensuring the Company fulfils its legal duties to The Counter Terrorism and Security Act 2015, Equality Act 2010, The Race Relations Act 1976, The Sex Discrimination Act 1975, The Disability Discrimination Act 1995, Health and Safety Act 1974, Children Act 2004, Safe Guarding Vulnerable Groups Act 2006its implications by the appointment and monitoring of appropriate employees ensuring such employees have a clear understanding of their responsibilities.

The recruitment and selection of staff is to include Reference check and Disclosure & Barring Service (DBS) or Criminal Records Disclose (CRB) as Agility Security Procedures. Accurate records must be maintained of all checks carried out on staff and a single central list in place. Staff DBS or CRB should be periodically updated. Staff to receive appropriate training.

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Any new staff who has not had a Disclosure & Barring Service (DBS) check cannot complete one to one training. Agility People Services has a service level agreement with companies it works with to ensure that vulnerable people are managed safely in their businesses which includes Disclosure & Barring Service (DBS). Agility's recruitment and selection of staff and dealing with allegations of abuse is to accurate record and maintain checks carried out on staff and a single central list be in place. We have a Prevent coordinator and a channel coordinator who is designated to be responsible for child protection issues. All guest trainers, works experience or any suspected cases of abuse would be handled by the said persons and by carrying out a risk assessment and DBS carried checks.

The Staff are responsible to ensure that learners, men, women or vulnerable people are not subjected to any incited hatred, or physical violence or emotional violence, to incite aggression, harassment or bullying or nonviolence. Or subjected to radical and extreme views for totalitarian on areas of political, religion, social or other with the intention of sociological entrapment that gives individuals no other place to go to satisfy their material and spiritual needs. The staff are responsible to ensure that and to prevent people from being drawn into terrorism.

## STAFF AND LEARNER TRAINING INDUCTION AND PACKAGE

The Staff are responsible for new staff fulfils their legal duties to The Counter Terrorism and Security Act 2015, Equality Act 2010, The Race Relations Act 1976, The Sex Discrimination Act 1975, The Disability Discrimination Act 1995, Health and Safety Act 1974, Children Act 2004, Safeguarding Vulnerable Groups Act 2006 its implications by the appointment and monitoring of appropriate employees ensuring such employees have a clear understanding of their responsibilities.

The Staff are responsible to appoint Channel Coordinator is and the Safeguarding Officer and all member of staff must attend Channel and Prevent training.

The Staff are responsible for new learner's inductions which includes prevent measures, complaints measures and who are their Channel Coordinator and the Safeguarding Officer.

### Procedure for Channel Coordinator and Safeguarding Officer

#### Safeguarding coordinator

- Meetings with learners
- Report any issues to meeting to discuss or any issue observed or monitored

#### Channel coordinator

- Meetings with learners
- Report to police any concerns over extremism

## STAFF, VISITORS, SPEAKERS AND EVENTS

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The Staff are responsible to vet all visitors or ensure that they are not left alone with learners or vulnerable person

Vet or procedure for visitors and guest speakers

1. Ensure that all visitors and guest speakers have a DBS checks
2. All staff visitors, speakers will not provide a platform for terrorism ideology and to draw learners into terrorism

### **13. ANTI- SLAVERY AND HUMAN TRAFFICKING STATEMENT**

Agility People Services does not have a turnover of over £36 million or more and does not need an Anti-Slavery statement or policy however we abide by the rules and regulations of the law of the Modern Slavery Act 2015 and have the following statement. We abide by all governing bodies who have an Anti-Slavery statement and are compliant with the law and reporting to governing bodies, this includes main contractors.

Agility is committed to Anti-slavery and human trafficking we are a training centre and offer Human Resource services since 1999. Agility is a Small to Medium Business and work with other companies within the group and other Small to Medium Businesses (SMB) to offer its services. Agility's supply chains are local governments, learners, government and awarding bodies. Agility has a safeguarding, prevent policy that includes Anti-slavery and human trafficking and Equal Opportunities policy and procedures. Agility's commitment is illustrated by training its staff annually in safeguarding, prevent and Equal Opportunities policy and procedures. Agility is proactive in due diligence and keeping aware of Acts, the local, national news, local news and breaches in the law and supply chains and risks. Agility has a range of policies and procedures that include performance indicators to ensure that that slavery and human trafficking does not take place within the business, and it supply chain. Agility due diligence also include practicing a safety culture within the business, completing safety culture risk assessments, health and safety risk assessments, safeguarding and prevent risk assessments and practicing a safety culture with business where we place learners with.

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