

Charity Number 1128555
Company Number 6713923



SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Report and Accounts

for the year ended

31 January 2023

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Report and Accounts for the year ended 31 January 2023

Contents	Page
Trust Information	1
Director's/Trustees Report	2-15
Trustees Responsibilities	16
Independent Examiner's Report	17
Statement of Financial Activities	18
Balance Sheet	19
Notes to the Accounts	20-21
Detailed Statement of Financial Activities	22

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Trust Information for the year ended 31 January 2023

Charity Number 1128555

Company Number 6713923

Trustees/Directors Chris Graham
Tina Butler
Sameera Khan
Zulekha Pander
Teresa Jackson

Registered Office 3rd Floor
Howard House
6 Bank Street
Bradford
BD1 1HA

Business Address 3rd Floor
Howard House
6 Bank Street
Bradford
BD1 1HA

Independent Examiner S J Sutcliffe FCCA
Torevell Dent Limited
1-3 St Ann's Place
Pellon Lane
Halifax
HX1 5RB

Bankers National Westminster Bank plc
Bradford City Centre Branch
7 Hustlegate
M60 4EP
Bradford
BD1 1PP

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Another difficult year this year with the cost-of-living crisis with both costs of food and energy increasing.

From a funding point of view, we have had a relatively successful year after being awarded funds by the National Lottery [over 3 years] the Peoples Health Trust [over two years] and the Good Things Foundation – other funders have also supported us who are mentioned in another section of this report.

We continue to run courses in English for people who have English as a second language [ESOL] and have managed to secure funding from Citizens Advice Bureau to set up Energy Best Deal programmes where we speak to groups of our Centre users with a view to reducing their energy costs

In line with our primary aim, we have been able to provide a focal point in the community where people have become involved in a range of activities including Education, Training, Recreation and Health projects.

English Language Class

Again, the ESOL course has brought diverse groups of people together with the aims of learning English. Classes were held to improve speaking and listening and reading and writing. Learners first languages varied from Punjabi, Farsi and Somali to Albanian, Polish and Ukrainian.

Safety First Community Training Centre Limited

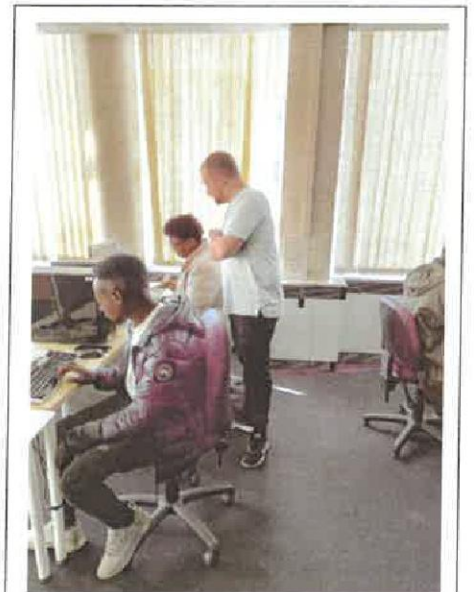
Trustees Annual Report year end 31st January 2023

Employment Groups

We continue to deliver employment-based training to adults who are furthest from the labour market. We have been able to deliver job match and I.T. training to over 1400 adults this year. We have helped 39 people into employment over the year.



SFCTC Courses in the Community – ESOL and Employment



ICT Suite - ICT and Employment

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Fareshare provision

This has been a great success.

With the Fareshare resources we have been cooking food for our service users and giving 'Bags of Help' to those in need.



We have also been supporting other groups and charities throughout the Bradford District including: Bradford Council, The Anah Project, Palm Cove Society, The Abigail Project, Aspire.

We help between 120 and 160 people each week with food.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Health and Wellbeing There are more people presenting with **mental health** issues predominately with stress and anxiety – we have tried to address this by increasing our Health and Wellbeing provision mainly supported by The National Lottery Community fund.

We have set up a referral partnership with Thornbury Health Hub and a local Health Centre in Bradford 3 where co-ordinators and social prescribers refer adults with mental health issues for face-to-face support.



Treatment room in our Health and Wellbeing suite

While some organisations are geared more towards remote help, our Health and Wellbeing provision continues to deliver much needed face to face support. Whilst we provide two days for our Health and Wellbeing delivery, it is apparent that this is not enough and we have growing waiting lists to access some of the provision.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Asylum seekers and refugees There has been a large increase in the number in the number of unemployed adults attending the Centre, between 200 and 240 per week [this equates to between 9,600 and 11,520 over the year] Many of these are asylum seekers and refugees who access our food and clothing support and English [ESOL] classes. We have noticed an increase in Kurdish , Arabic and Albanian speakers and whilst we are fortunate to enjoy fantastically diverse communities, we still need to bring in additional resources to meet the needs of all of our service users.

Wrap-around support Bradford Council have seen the benefit of Safety First Community Training Centre and regularly refer people to us not only for our ESOL provision but for our energy support, food and clothes bank.

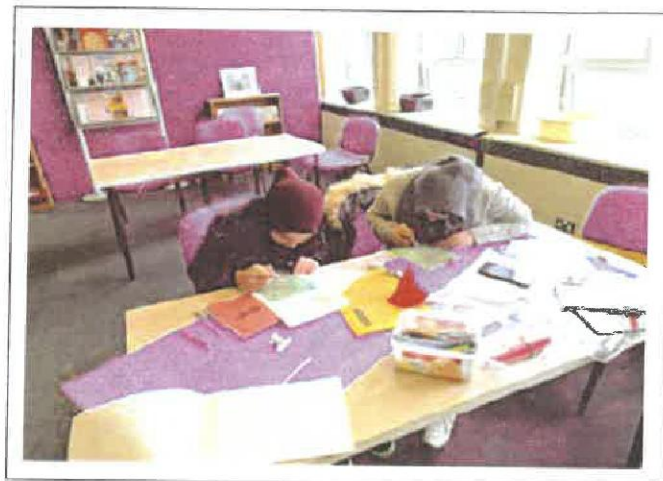
FareShare Yorkshire

We continue to work alongside FareShare Yorkshire in helping to re-distribute surplus food to those most in need. We are providing two course meals on a PAYF (Pay As You Feel) basis Monday to Thursday.

In addition, we are supporting people with Food Parcels, including fresh bread, milk, cheese, vegetables and baked goods. The ambient/chilled and freezer deliveries have been supported this forthcoming year by Inn Churches with a generous donation to the Centre.

We are delighted to have received a visit from Environmental Health department at the end of October 2022, which resulted in us maintaining our 5* Food Hygiene rating. We also have 2 new volunteers helping in the kitchen/café area. Thank you to them both.

1,963 food parcels given out this year



Art group – Lino prints

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Succession planning – In order to ensure that the charity is able to continue moving forward, the Trustees have been working on a Five-Year Plan including a succession plan to provide clarity for a longer-term vision.

Funding

We have been successful with funding applications and commissioning contracts this year;

- The National Lottery Community Fund
- BMDC Community Buildings Fund
- Local Community Support Fund
- Citizens Advice Bureau – Energy Best Deal
- The National Lottery Community Fund Awards for All
- ESF Community Fund
- The Brelms Trust
- Garfield Weston Foundation
- Good Things Foundation
- Yorkshire Building Society
- Peoples Health Trust
- The VCS Alliance
- Shipley College



Income breakdown 2022/23

Donations	3%
Local Government	17.5%
Commissioning	33%
Charitable Trusts	30%
ESF	16.5%

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

The Future

The coming year we will continue to help those who are in need with courses and volunteer training. The increase in the number of adults has been phenomenal this year with 9,885 attendances over the year with 235 attending in just one week!

Safety First will also continue to assist disadvantaged people with employment support activities.

Our charity has noticed an increase in the number of adults coming to us with financial problems and/or mental health issues.

We have been able to signpost some people to other organisations who specialise in financial problems and/or mental health issues however many choose to stay with us as the Centre and in response we have developed our health and wellbeing provision.

Partnerships

We will continue to develop partnership working with Bradford College, Shipley College, Bradford Council, Good Things Foundation, Citizens Advice, community providers and other organisations. We have made inroads with our health provision and wish to extend this further in view of the evidence of need and to become part of the bigger health and wellbeing structure in the district.

We will endeavour to get more 'funders' to visit us at the Centre to see the work that we are doing, as we have found that this has been really positive. When funders and potential funders come and see what happens at the Centre, they are more likely to support us.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023



Busy ESOL class



Christmas Lunch at Safety First

The coming year will see us again working with the most disadvantaged in our community particularly in view of the Government and Local Authority cuts. We expect to increase the amount of work with new communities, including support for refugees and asylum seekers.

The Trustees are committed to working with the most disadvantaged people in our community and will continue to bring in the resources to move this forward.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Special Thanks to all of the volunteers that work so hard to help others at the Safety First Community Training Centre

Trustees during 2022/23 year

Mrs Sameera Khan

Mr Chris Graham

Mrs Zulekha Pandor – Chair of Trustees

Mrs Teresa Jackson

Mrs Tina Butler

Established in 2008, Safety First Community Training Centre is an established training provider and 'Community Anchor' with a staff team who have a great number of skills including 'people skills', accomplished at assessments and teaching and learning through classroom sessions and one-to-one support in addition to pastoral support when needed.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Mission

‘Working with those in most need to Change Lives for the Better’

To continue to work in Positive Partnership with individuals to develop skills for the future.

Values

We promote and provide support and learning for life opportunities to unemployed adults with multiple barriers and the wider community. We recognise that each individual can significantly benefit from our advice, experience and expertise. We aspire to nurture talents and strengths which benefit individuals, families and the wider community. Our work is conducted ethically and with integrity, acting honestly and transparently. We place a great emphasis on re-investing profit in the organisation in order to secure our future.

Culture

‘We are a diverse team serving a diverse community in diverse ways’

We adopt a positive ‘can do’ approach when responding to the needs of the Community [our clients] and toward each other. As we are a relatively small charity and one of the key attributes, we possess is responsiveness and a quick decision-making process. Some of our customers need us to act quickly to help to resolve their issues.

Our Reputation

‘We help socially excluded people into long term income sustainability’

We continue to build our reputation by providing a professional service – one that generates new and repeat business built on service to others and a safe learning environment.

We strive to be known as a charity that has great staff and volunteers, great resources with a sensitive human ethos.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

- ‘We are a social change charity delivering a deep impact for the Community’
- We assist adult learners to progress. We do this by providing each customer with an initial assessment in order to ensure that they are put on the most appropriate pathway for them. We assist adults with English, Maths and ICT skills.
- Those with a lack of vocational work experience, skills or qualifications – Employment support is well used at the Centre and assists people into work or volunteering. Learners with low confidence or with negative past learning experiences.
- We assist refugees, asylum seekers and speakers of English as a second language with ESOL courses.
- We help adults in sometimes dire circumstances who have found themselves in Women’s Refuges or the subject of Modern Slavery or are suffering from Post Traumatic Stress Disorder and other Mental Health issues.
- We help unemployed adults overcome barriers to gaining employment by assisting them with Universal Job match and source relevant work placements to gain experience of the world of work.

We are different because...

We have courses starting all year round.

Each member of staff actively reaches out to those who might feel isolated and disengaged.

Lifelong Learning for you, the individual is our focus.

Caring staff. We have small classes, less than 12 in a class that affords better staff: learner ratio.

Open House – we provide free tea, coffee, biscuits [and a lunch if you are staying all day].

Maximum support into further learning or employment, health and wellbeing, advice and guidance.

English, maths and ICT skills development, ESOL courses - Learning in your own community.

We believe that each individual should have the opportunity to access, education, training or employment. We have courses and the appropriate resources to work with people who need to overcome barriers to engage with education, training and / or employment.

Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

What our service users think of us: My Adventure with Safety First

Unsure of my next steps within life and my employment journey, I discovered Safety First Community Training Centre. They gave me a safe place and foundation to grow in with a direction that I never imagined at the time. To be honest the whole journey awoke my self-worth and belief.

I began to volunteer and shadow the ESOL tutors, on reflection I felt extremely nervous but was given the right amount of support to begin to take leaps of faith and be more active within the ESOL classes.

A whole new chapter opened for me when Safety First asked if I would like to attend a course at Shipley College to enable me to learn how to lesson plan and the correct learning tools to become a positive Volunteer ESOL teacher. Meeting others on the course and learning about their journey was also inspiring. Our tutor explained and guided us on the course very well and were really supportive. When returning to Safety First, I would always be asked how college went and everyone would share advice and experiences to help me grow. The ESOL learners within class are a true inspiration and being a part of seeing them grow in confidence made me smile and also strive to be more myself. I will always remember the kindness and guidance from you all at Safety First and without this I may not have taken the leap to apply for the paid role I have now as a Community Development worker. Thank you all.

Safety First is a true gem in the heart of the community!

Many Thanks

Diana Peace, May 2023



Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

As we are working with more adults with Mental Health issues particularly anxiety and stress not only have we developed the Health and Wellbeing suite on the 4th floor but staff have attended the two Mental Health First Aider training course.

This has been beneficial for both our service users and staff who attended.

This coming year we will be looking for more staff, volunteers and service users to complete this training.



Safety First Community Training Centre Limited

Trustees Annual Report year end 31st January 2023

Safety **F**irst Community Training Centre... on a page...

MISSION	'Working with the Community – Changing Lives for the Better'			
VISION	Helping Vulnerable people	Supporting Community decision making	Delivering health support in Community settings	Identifying community problems and responding
OBJECTS:	EDUCATION To empower people's personal and social development and nurturing respect for themselves and others via informal education particularly those who are furthest from the labour market.	TRAINING To get people back into work, we will continue to provide training with a view to empowering clients to achieve relevant awards e.g., Food Safety, Functional Skills etc.	HEALTH To provide a Healthy and positive experience for people of all abilities in the community, particularly for those who 'fall through the net'	RECREATION To be an accessible resource where the Community can access activities with a view to improving their confidence and quality of life.
Values	Safe Learning Environment	Enabling Empowerment	Helping those in need	Valuing Diversity
Activities	Employment Support	Education and Training including Language skills	Volunteer Progression Programme	Health and Wellbeing 'face to face' provision
				Fare Share provision

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Statement of Trustees Responsibilities for the year ended 31 January 2023

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in England and Wales, the Charity Act 2011 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed.. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Independent Examiner's Report to the Directors/Trustees of Safety First Community Training Centre Limited

For the year ended 31 January 2023

I report on the charity trustees on my examination of the accounts of the Company for the year ended 31 January 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent Examiner's Statement

I confirm that I am qualified to undertake the examination due to being a member of the Association of Chartered Certified Accountants .

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirements that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods of and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



S J Sutcliffe FCCA

Torevell Dent Limited

Chartered Certified Accountant

1-3 St Ann's Place

Pellon Lane

Halifax

HX1 5RB

Date: 1 June 2023

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Statement of Financial Activities for the year ended 31 January 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<u>Income and endowments from:</u>					
Donations		161,547	-	161,547	105,797
Other income		24,752	-	24,752	6,552
HMRC - JRS grant		-	-	-	4,514
Total		186,299	-	186,299	116,863
<u>Expenditure on:</u>					
Charitable activities	2	184,336	-	184,336	136,924
Other costs		684	-	684	618
Total		185,020	-	185,020	137,542
Net Income/(Expenditure)		1,279	-	1,279	(20,679)
Balance as at 1 February 2022		17,441	18,518	35,959	56,638
Transfer between funds		-	-	-	-
Balance as at 31 January 2023		18,720	18,518	37,238	35,959

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Balance Sheet for the year ended 31 January 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible assets	3		3,126		4,167
Current Assets					
Cash at bank		52,029		46,228	
		<u>52,029</u>		<u>46,228</u>	
Liabilities:					
Creditor amounts falling due within one year	4	(17,917)		(14,436)	
			<u>34,112</u>		<u>31,792</u>
Net Assets			<u><u>37,238</u></u>		<u><u>35,959</u></u>
Funds					
Unrestricted funds			18,720		17,441
Restricted funds			18,518		18,518
Total Funds			<u><u>37,238</u></u>		<u><u>35,959</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 January 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 January 2023 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge responsibilities for:

- Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements were approved by the Board of Directors on 1 June 2023 and were signed by:

C Graham

C. Graham
Director

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Notes to the Accounts for the year ended 31 January 2023

1. Accounting Policies

a) Accounting Convention

The financial statements have been prepared under the historical cost convention, and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

b) Income and Endowments

Income is recognised when the charity has entitlement to the funds and when it is probable that the income will be received and the amount can be measured reliably

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

d) Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful economic life.

Fixtures, fitting, equipment and computer equipment - 25% on cost

e) Taxation

The charity is exempt from tax on its charitable activities.

f) Fund Accounting

Fundraising and publicity expenses include expenses incurred directly by the charity and those incurred by third parties in raising charity funds for the charity and paid directly by the company.

2. Expenditure	2023	2022
<u>Charitable activities</u>	£	£
Direct project costs	159,418	116,155
Administration costs	24,918	20,769
	<u>184,336</u>	<u>136,924</u>
 <u>Payroll Costs</u>	 2023	 2022
	£	£
Gross wages	<u>102,455</u>	<u>101,928</u>

There were two full time equivalent employees during the year (2022:2)

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Notes to the Accounts for the year ended 31 January 2023

3. Tangible Fixed Assets

Fixtures, fittings and equipment £

Costs

At 1 February 2022	12,018
Additions	2,551
Disposals	-
At 31 January 2023	<u>14,569</u>

Depreciation

At 1 February 2022	7,851
Charge for the period	3,592
Depreciation on disposals	-
At 31 January 2023	<u>11,443</u>

Net Book Value

At 31 January 2023	<u>3,126</u>
At 31 January 2022	<u>4,167</u>

	2023 £	2022 £
4. Liabilities		
Creditor amounts falling due within one year:		
Accruals	10,517	7,036
Loans	7,400	7,400
	<u>17,917</u>	<u>14,436</u>

6. Trustee's Remuneration and Benefits

There were no trustee's remuneration or other benefits for the year ended 31 January 2023 (£nil : 2022)

Trustee's Expenses

There were no trustee's expenses paid for the period ended 31 January 2023 (£nil : 2022)

7. Control

The charity was under the control of the trustees throughout the current and previous years.

8. Company limited by guarantee

The members liability is limited to a maximum of £1 per member.

SAFETY FIRST COMMUNITY TRAINING CENTRE LIMITED

Detailed Statement of Financial Activities for the year ended 31 January 2023

	2023			2022		
	£	£	£	£	£	£
Income:						
Grants received			161,547			105,797
Other income			24,752			6,552
HMRC re JRS grant			-			4,514
			<u>186,299</u>			<u>116,863</u>
Expenditure:						
Wages and national insurance		102,455			101,928	
Payroll costs		2,424			2,307	
Project costs:						
SFYOL staff costs (tutors)	43,250			9,300		
Other	<u>11,289</u>	<u>54,539</u>		<u>3,557</u>	<u>12,857</u>	
			159,418			117,092
			<u>26,881</u>			<u>(229)</u>
Administration Expenditure:						
Computer expenses		1,150			-	
Light and heat		8,566			8,750	
Insurance		298			-	
Accountancy		684			618	
Bank charges		19			-	
Travelling expenses		9,725			7,423	
Printing and stationery		1,243			176	
Sundry expenses		325			478	
Depreciation		<u>3,592</u>	25,602		<u>3,005</u>	20,450
Net Income / (Deficit)			<u><u>1,279</u></u>			<u><u>(20,679)</u></u>