



Safeguarding Learner Policy

This policy sits alongside PartnershipProjects UK Ltd Safeguarding Policy:

<https://www.partnershipprojectsuk.com/wp-content/uploads/2022/01/Safeguarding-Policy-Mar-2021.pdf>

Introduction

All staff working with children and vulnerable adults have a legal duty to work together to protect them from harm or abuse. PartnershipProjects UK Ltd Safeguarding Lead has overall responsibility for the safeguarding of learners, and is responsible for ensuring the effectiveness of all work done to safeguard and promote the welfare of children and young people on their training programmes.

PartnershipProjects UK Ltd Policy covers:

- The recruitment and employment of staff working with vulnerable adults and the provision of a safe learning environment under the requirements of this act
- Our Operational Director is responsible for ensuring that PartnershipProjects UK Ltd follows safer recruitment procedures (See Safer Recruitment Policy: <https://www.partnershipprojectsuk.com/wp-content/uploads/2022/01/Safer-Recruitment-Policy-Mar-2021.pdf>).
- This includes carrying out Disclosure and Baring checks on all staff working with vulnerable learners every three years. This also applies where staff and associates have already been checked by a previous employer.

Statement of Intent:

PartnershipProjects UK Ltd's first priority is to ensure the safety and protection of all learners participating in any of our courses. In order to protect young people and vulnerable adults from harm we will act in accordance with the following legislation and guidance: Working Together to Safeguard Children 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Scope

This policy statement applies to all learning provided by PartnershipProjects UK Ltd, and includes:

- All learning provision for adults delivered directly by employed staff

- All learning provision for adults commissioned through partnership arrangements

Policy Statement

PartnershipProjects UK Ltd is committed to promoting safeguarding through the provision of an inclusive, supportive and safe environment for its learners, staff and others closely associated with its work and affirms the rights of individuals to be treated fairly and with respect.

PartnershipProjects UK Ltd intends to pursue this commitment by:

1. Promoting a culture of value and respect for all within a supportive and safe learning environment:

- Ensure that all internal tutoring staff, and learning and personal support staff in contact with learners have a current Disclosure and Barring check for working with adults and/or children
- Provide accessible information for learners, tutoring staff and subcontracting providers on equality, diversity, bullying, harassment, dignity and respect in the learning environment
- We will provide opportunities for adults and young people to voice any concerns they may have regarding inappropriate behaviour, abuse, harassment or misconduct and providing strong sanctions to deter victimisation or cover up of malpractice
- Supply information to learners on PartnershipProjects UK Ltd procedures for following up complaints relating to the conduct of tutoring staff and/or other learners
- Require all tutoring staff and others associated with the delivery of our provision to carry and produce appropriate identification on request
- Ensure that premises used to deliver learning activities are risk assessed by appropriately trained staff
- Ensure that learning activities are risk assessed by appropriately trained staff
- Ensure that care and safety issues and concerns are reported

2. Providing Information, training and briefings on safeguarding vulnerable adults and children that includes:

- Include information on Safeguarding as part of learner induction
- Provide information to tutoring staff and learners about the standards we expect with regard to confidentiality and disclosure
- Provide appropriate training for tutoring staff on safeguarding, disclosure and diversity matters
- Distribute information to all internal on the signs of abuse and the action to take if/when abuse is reported.
- Provide accessible information for learners, and tutoring staff on the complaint's procedure
- Provide headline information for learners on safeguarding, e-safety, bullying and harassment equality of opportunity and diversity.
- Provide learners with the name of the designated safeguarding contact

and the procedure to be followed in the case of any alleged case of bullying or harassment

3. Gathering and analysing information from learners on matters related to feeling safe in the learning environment
 - o Generate questions on the feedback form to elicit how safe learners feel in the learning environment
 - o Analyse the information obtained and acting on the results

Monitoring the effectiveness of this Safeguarding Policy and reviewing it annually

- o Monitor the safeguarding practices within provision
- o Identify and sharing good practice in safeguarding with subcontracted providers
- o Review the PartnershipProjects UK Ltd safeguarding policy on an annual basis
- o Link with learning networks and the local authority safeguarding unit to ensure that information on safeguarding is current and up to date

All enquiries relating to safeguarding issues should be addressed in the first instance to the designated safeguarding officer for PartnershipProjects UK Ltd Assessment Centre: Gabrielle@partnershipprojectsuk.com

Reporting an incident

After direct or indirect disclosure or signs of abuse are spotted, please inform, in the first instance the Training & Development Manager, with the following information:

- o What your concerns are.
- o Where, when, who from and how you got the concerns.
- o What you have done.
- o Whether the parents/carers and learner are aware of this referral?
- o Any additional info about the learner. (Use the registration form)
Contact information for anyone involved

Write a report within 48 hours. Include all details of the disclosure including who was present and the reasons for your decision to make a referral. Ensure this is stored in a secure file. If there is immediate danger call 999.

Send all report to:

Safeguarding Officer; Gabrielle@partnershipprojectsuk.com

This policy has been approved & authorised by:

Name: Jackie Lindeck and Rachael Aylmer

Position: Company Directors

Date: January 2026

Policy Review Date: January 2029



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Member

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