Safeguarding Policy

Reviewed: February 2026

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Vertex Learning Hub is fully committed to safeguarding and promoting the welfare of all learners, including children, young people, and adults at risk. We recognise our moral, legal, and professional responsibility to create a safe learning environment where individuals are protected from abuse, harm, neglect, and exploitation.

Safeguarding is everyone's responsibility. Vertex Learning Hub adopts a proactive approach to safeguarding and ensures that concerns are identified early, reported appropriately, and managed in line with statutory guidance, legislation, and best practice.

This policy applies to all learners, staff, associate trainers, volunteers, contractors, and visitors.

This policy will be reviewed annually or sooner in response to legislative change, safeguarding reviews, or organisational need.

1.2 Legal and Statutory Framework

This policy is informed by and complies with the following legislation and guidance (as amended):

• Children Act 1989 and 2004 • Working Together to Safeguard Children • Keeping Children Safe in Education (where applicable) • Care Act 2014 • Safeguarding Vulnerable Groups Act 2006 • Counter-Terrorism and Security Act 2015 (Prevent Duty) • Equality Act 2010 • Data Protection Act 2018 and UK GDPR

PART TWO

Definitions and Scope

2.1 Safeguarding Children

A child is defined as anyone under the age of 18. Safeguarding children includes protecting them from maltreatment, preventing impairment of health or development, and ensuring safe and effective care.

2.2 Safeguarding Adults at Risk

An adult at risk is a person aged 18 or over who:

• Has care and support needs; • Is experiencing, or at risk of, abuse or neglect; • Is unable to protect themselves because of those needs.

2.3 Types of Abuse

Safeguarding concerns may relate to, but are not limited to:

• Physical abuse • Emotional or psychological abuse • Sexual abuse • Neglect • Financial or material abuse • Domestic abuse • Modern slavery • Radicalisation and extremism • Online or digital abuse • Discriminatory abuse

PART THREE

Safeguarding Responsibilities

3.1 Designated Safeguarding Lead (DSL)

Vertex Learning Hub will appoint a Designated Safeguarding Lead (DSL) who has overall responsibility for safeguarding and child protection. The DSL will:

• Act as the main point of contact for safeguarding concerns; • Ensure concerns are recorded and reported appropriately; • Liaise with local safeguarding partners and external agencies; • Ensure staff receive safeguarding training; • Maintain safeguarding records securely.

Details of the DSL and Deputy DSL will be made available to learners and staff.

3.2 Responsibilities of Staff and Associates

All staff and associates must:

• Complete safeguarding training appropriate to their role; • Be vigilant and recognise signs of abuse or neglect; • Act immediately on concerns and report them to the DSL; • Maintain professional boundaries; • Follow safer working practices; • Never promise confidentiality to a learner.

3.3 Responsibilities of Learners

Learners are encouraged to:

• Keep themselves safe; • Report concerns about their own or others' safety; • Engage respectfully with staff and peers.

PART FOUR

Safer Recruitment

Vertex Learning Hub is committed to safer recruitment and will:

• Carry out appropriate pre-employment checks; • Obtain references; • Verify identity and qualifications; • Conduct enhanced DBS checks where required; • Ensure recruitment practices promote safeguarding.

PART FIVE

Reporting and Responding to Safeguarding Concerns

5.1 Responding to a Disclosure

If a learner discloses a safeguarding concern, staff must:

• Listen calmly and reassure the individual; • Not investigate or ask leading questions; • Record the information accurately and promptly; • Report the concern immediately to the DSL.

5.2 Recording and Reporting

• All safeguarding concerns must be recorded; • Records will be factual, accurate, and confidential; • Information will be shared on a need-to-know basis; • Referrals will be made to external agencies where appropriate.

5.3 Whistleblowing

Concerns about staff conduct or safeguarding practice must be reported to the DSL or senior management. Whistleblowers will be supported and protected.

PART SIX

Prevent Duty and Radicalisation

Vertex Learning Hub recognises its duty under the Prevent Duty to safeguard learners from radicalisation and extremism. This includes:

• Promoting British values; • Training staff to recognise signs of radicalisation; • Reporting concerns through appropriate channels; • Providing safe spaces for discussion and challenge.

PART SEVEN

Online Safety

Vertex Learning Hub will:

• Promote safe and responsible use of technology; • Address online abuse and harassment; • Provide guidance on digital safety; • Respond to online safeguarding concerns.

PART EIGHT

Confidentiality and Information Sharing

Safeguarding information will be handled in line with data protection legislation. Confidentiality will be respected but never at the expense of safety.

PART NINE

Monitoring, Training and Quality Assurance

Vertex Learning Hub will:

• Provide regular safeguarding training; • Review safeguarding practices and incidents; • Monitor policy effectiveness; • Use safeguarding outcomes to inform continuous improvement.

PART TEN

Policy Review and Communication

This policy will be:

• Communicated to all staff and learners; • Made available on request; • Reviewed annually; • Updated in response to legislative or organisational change.

Approved by Vertex Learning Hub Management

Signed: _____

(Director / Centre Lead)

Date: _____