



CHILD PROTECTION AND SAFEGUARDING POLICY

Children, Young People and Vulnerable Adults

BPIF TRAINING LIMITED

Version 1.0 | Effective July 2026

Policy owner	Designated Safeguarding Lead (DSL)
Approved by	Managing Director
Version	1.0
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Review date	July 2027

REPORT A SAFEGUARDING CONCERN

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Deputy DSL	Karly Lattimore, Managing Director
Telephone	07384 214536
Emergency services	999 — where a learner is at immediate risk of harm

1 POLICY STATEMENT

BPIF Training is committed to safeguarding and promoting the welfare, wellbeing and safety of all learners.

We recognise our responsibility to protect children, young people and adults at risk from harm, abuse, neglect, exploitation, radicalisation and any form of mistreatment. We are committed to providing a safe, supportive and inclusive environment where learners can develop, achieve and thrive.

Safeguarding is everyone's responsibility. Every member of staff, volunteer, contractor, employer and stakeholder working with BPIF Training has a duty to promote learner welfare and report concerns appropriately.

This policy applies to all learners, staff, volunteers, contractors, associates and visitors engaged in BPIF Training activities.

2 PURPOSE

The purpose of this policy is to:

- ◆ Protect learners from harm.
- ◆ Promote learner welfare and wellbeing.

- ◆ Ensure effective safeguarding arrangements are in place.
- ◆ Provide clear reporting and referral procedures.
- ◆ Raise awareness of safeguarding responsibilities.
- ◆ Support compliance with safeguarding legislation and guidance.
- ◆ Ensure staff are appropriately trained and supported.
- ◆ Create a culture where concerns can be raised confidently and acted upon appropriately.

3 SCOPE

This policy applies to:

- | | |
|--------------------------------------|---|
| ◆ Learners and apprentices | ◆ Directors |
| ◆ Prospective learners | ◆ Volunteers |
| ◆ Children and young people under 18 | ◆ Contractors and associates |
| ◆ Adults at risk | ◆ Employers supporting apprentices |
| ◆ Employees | ◆ Visitors to BPIF Training activities and premises |

The policy applies to all learning environments, including:

- | | |
|----------------------|-----------------------|
| ◆ Workplace learning | ◆ Virtual meetings |
| ◆ Employer premises | ◆ Training events |
| ◆ Online learning | ◆ Off-site activities |

4 OUR SAFEGUARDING COMMITMENT

BPIF Training is committed to:

- ◆ Creating a safe, respectful and supportive environment.
- ◆ Promoting a culture of vigilance and learner welfare.
- ◆ Embedding safeguarding throughout all areas of our provision.
- ◆ Listening to learners and taking concerns seriously.
- ◆ Working collaboratively with employers, parents, carers and external agencies.
- ◆ Protecting vulnerable individuals from abuse, neglect, exploitation and harm.
- ◆ Responding promptly and effectively to safeguarding concerns.

5 WHAT IS SAFEGUARDING?

Safeguarding is the action taken to protect individuals' health, wellbeing and human rights and to enable them to live free from abuse, harm and neglect.

Safeguarding includes:

- ◆ Protecting children and adults at risk.
- ◆ Preventing harm and abuse.
- ◆ Promoting health, safety and wellbeing.
- ◆ Supporting mental health.
- ◆ Ensuring online safety.
- ◆ Protecting individuals from radicalisation and extremism.
- ◆ Providing safe learning environments.

6 DEFINITIONS

TERM	DEFINITION
Children and young people	A child or young person is anyone under the age of 18.
Adults at risk	An adult at risk is an individual aged 18 or over who may require care, support or additional protection because of age, disability, illness, mental health needs, personal circumstances or vulnerability to abuse or exploitation.

BPIF Training recognises that any adult may become vulnerable at different points in their lives and will respond appropriately to concerns regardless of formal definitions.

7 TYPES OF ABUSE AND HARM

Safeguarding concerns may involve, but are not limited to:

TYPE	WHAT THIS MEANS
Physical abuse	Deliberate physical harm or injury.
Emotional abuse	Behaviour that causes emotional harm, intimidation, humiliation or distress.
Sexual abuse	Any sexual activity or behaviour imposed on another person without consent or where consent cannot be given.
Neglect	Failure to meet basic physical, emotional, educational or medical needs.
Financial abuse	Improper use of money, resources or belongings.
Domestic abuse	Behaviour that is controlling, coercive, threatening or abusive.
Child sexual exploitation (CSE)	Manipulation or coercion of children into sexual activity.
Criminal exploitation	Including county lines activity and gang-related exploitation.
Radicalisation and extremism	Processes through which individuals are drawn into extremist ideologies or terrorist activity.
Online abuse	Abuse occurring through digital platforms, social media or online communication.
Bullying and harassment	Including discriminatory, cyber and hate-related behaviour.

8 ROLES AND RESPONSIBILITIES

BPIF Training will

- ◆ Maintain effective safeguarding arrangements.
- ◆ Appoint trained safeguarding leads.
- ◆ Deliver safeguarding training.
- ◆ Promote learner awareness.
- ◆ Ensure robust safeguarding reporting systems.
- ◆ Maintain accurate safeguarding records.
- ◆ Work with relevant external agencies.

- ◆ Review safeguarding arrangements regularly.

Staff will

- ◆ Complete safeguarding training.
- ◆ Remain vigilant to safeguarding concerns.
- ◆ Report concerns immediately.
- ◆ Maintain professional boundaries.
- ◆ Promote learner welfare.
- ◆ Follow safeguarding procedures at all times.

Learners will

- ◆ Respect the safety and wellbeing of others.
- ◆ Raise concerns where appropriate.
- ◆ Engage in safeguarding activities and discussions.
- ◆ Follow BPIF Training policies and expectations.

Employers will

- ◆ Support learner welfare.
- ◆ Work collaboratively with BPIF Training.
- ◆ Raise safeguarding concerns where identified.
- ◆ Provide safe workplace environments.

9 DESIGNATED SAFEGUARDING LEAD

BPIF Training maintains designated safeguarding responsibilities to ensure concerns are managed appropriately.

DESIGNATED SAFEGUARDING LEAD (DSL)	
Name	<u>Andrew Bracey</u>
Role	<u>Designated Safeguarding Lead</u>
Telephone	<u>07801 981312</u>
Email	<u>andrewb@bpif.training</u>

DEPUTY DESIGNATED SAFEGUARDING LEAD	
Name	<u>Karly Lattimore</u>
Role	<u>Managing Director</u>
Telephone	<u>07384 214536</u>
Email	<u>karlyl@bpif.training</u>

OUT OF HOURS AND EXTERNAL CONTACTS	
Out-of-hours contact	07455 332742
Emergency services	999
Police non-emergency	101

The Designated Safeguarding Lead has responsibility for:

- ◆ Managing safeguarding concerns.
- ◆ Making referrals to appropriate agencies.
- ◆ Maintaining safeguarding records.
- ◆ Providing advice and guidance to staff.
- ◆ Supporting learners involved in safeguarding cases.
- ◆ Monitoring safeguarding activities across the organisation.

Current safeguarding contact details are also published within learner handbooks, staff guidance and safeguarding communications.

10 REPORTING SAFEGUARDING CONCERNS

Any safeguarding concern must be reported immediately. Concerns may involve:

- ◆ Disclosure from a learner
- ◆ Observed behaviour
- ◆ Concerns raised by employers
- ◆ Concerns raised by staff or third parties
- ◆ Online safety issues
- ◆ Prevent concerns
- ◆ Mental health concerns
- ◆ Suspected abuse or neglect

STAFF MUST NEVER

- ◆ Investigate a safeguarding concern themselves.
- ◆ Question a learner further to establish whether an account is true.
- ◆ Promise a learner that a disclosure will be kept secret.
- ◆ Contact or confront the person a concern relates to.
- ◆ Delay reporting because they are unsure the concern is serious enough.

All concerns must be referred to the Designated Safeguarding Lead without delay, and on the same day.

Where there is an immediate risk of harm, contact emergency services on 999 first, then inform the Designated Safeguarding Lead.

11 THE FIVE RS OF SAFEGUARDING

BPIF Training follows the safeguarding principles of:

	WHAT THIS MEANS
Recognise	Identify signs, indicators or disclosures of concern.
Respond	Listen carefully, remain calm and take concerns seriously.
Record	Accurately record information and concerns, in the learner's own words where possible.
Report	Report concerns promptly to the Designated Safeguarding Lead.
Refer	Refer concerns to appropriate agencies where required.

12 LEARNER AWARENESS AND EDUCATION

BPIF Training actively promotes safeguarding awareness through:

- ◆ Learner inductions
- ◆ Progress reviews
- ◆ Tutorials and coaching sessions
- ◆ Safeguarding campaigns
- ◆ Prevent and Fundamental British Values activities
- ◆ Online safety discussions
- ◆ Equality and wellbeing initiatives
- ◆ Topic-of-the-month communications

Learners are encouraged to develop the knowledge and confidence needed to keep themselves safe both inside and outside the workplace.

13 ONLINE SAFETY

BPIF Training recognises the importance of online safety as a safeguarding issue. We actively promote:

- ◆ Safe use of technology.
- ◆ Responsible social media use.
- ◆ Cyber security awareness.
- ◆ Understanding online risks.
- ◆ Identifying misinformation and harmful content.
- ◆ Reporting online concerns.

Appropriate monitoring systems and controls may be used to support learner safety and compliance with organisational policies.

14 SUPPORT FOR LEARNERS

Where safeguarding concerns are identified, BPIF Training will work to ensure learners receive appropriate support. This may include:

- ◆ Safeguarding interventions.
- ◆ Welfare support.
- ◆ Additional Learning Support.
- ◆ Mental health support.
- ◆ Employer engagement.
- ◆ Referrals to specialist services.
- ◆ Signposting to external agencies.

Support arrangements will always place learner welfare at the centre of decision-making.

15 CONFIDENTIALITY AND INFORMATION SHARING

Safeguarding information will be treated sensitively and confidentially.

However, confidentiality cannot be guaranteed where concerns involve:

- ◆ Risk of significant harm.
- ◆ Criminal activity.
- ◆ Safeguarding investigations.
- ◆ Legal obligations.

Information will be shared only where necessary and in accordance with safeguarding responsibilities, UK GDPR and the Data Protection Act 2018.

Data protection is never a reason to withhold information where a learner may be at risk of harm.

16 STAFF TRAINING

All staff receive safeguarding training appropriate to their role. Training includes:

- ◆ Child protection.
- ◆ Adult safeguarding.
- ◆ Prevent Duty.
- ◆ Online safety.
- ◆ Professional boundaries.
- ◆ Reporting procedures.

Safeguarding training forms part of staff induction and ongoing professional development.

17 WORKING WITH EXTERNAL AGENCIES

BPIF Training will work collaboratively with:

- | | |
|-----------------------|--|
| ◆ Local Authorities | ◆ Education and Skills Funding Agency (ESFA) |
| ◆ Children's Services | ◆ Ofsted |
| ◆ Adult Social Care | ◆ Health Services |
| ◆ Police | ◆ Other safeguarding partners |
| ◆ Channel Panels | |

Referrals will be made where concerns meet safeguarding thresholds.

18 MONITORING AND REVIEW

Safeguarding arrangements will be monitored regularly through:

- ◆ Safeguarding records and referrals.
- ◆ Staff training compliance.
- ◆ Learner feedback.
- ◆ Employer feedback.
- ◆ Risk assessments.
- ◆ Quality assurance activities.

This policy will be reviewed at least annually or sooner where legislative or organisational changes require.

19 RELATED POLICIES

This policy should be read alongside:

- ◆ Prevent Duty and Promotion of Fundamental British Values Policy
- ◆ Safer Recruitment Policy
- ◆ Staff Code of Conduct
- ◆ Whistleblowing Policy
- ◆ Equality, Diversity and Inclusion Policy
- ◆ Health and Safety Policy
- ◆ Additional Learning Support Policy
- ◆ Reasonable Adjustments Policy
- ◆ Data Protection Statement
- ◆ Online Safety Policy

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BPIF
TRAINING

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY.

Report every concern to the DSL the same day. Never decide alone whether it matters.