

Safeguarding Policy and Procedures (2025–2026)

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Appendix



Section 1: Purpose of the Policy

NTG Training Ltd has devised this policy in line with government legislation, statutory guidance, and regulatory requirements. We are committed to ensuring that all learners are kept safe so they can enjoy and achieve while participating in learning. This policy reflects the requirements of Keeping Children Safe in Education (KCSIE, September 2025), Equality Act 2010 and the Prevent Duty.

NTG Training acknowledge, follow and adhere to a number of other legislations alongside this policy (*Please see Appendix A*)

Section 2: Designated Staff with Responsibility for Safeguarding and Prevent Duty

The Designated Safeguarding Lead (DSL) with lead responsibility for safeguarding and Prevent is:

Lee Nolan – lee.nolan@ntgtraining.co.uk – 01244 678100 / 07385 704493

Deputy DSL: Laurie Owens – laurie.owens@ntgtraining.co.uk – 07540 843821

In the absence of the DSL and Deputy, safeguarding concerns will be managed by:

Lee Morris – Company Director – lee.morris@ntgtraining.co.uk – 01244 678100 / 07883 091616

The Director and DSL team holds strategic oversight and accountability for safeguarding. All staff have a duty to safeguard learners and must report concerns immediately.

Section 3: General Policy Statement

NTG Training has a statutory and moral duty to safeguard and promote the welfare of children, young people, and adults at risk. We provide a safe environment, identify those at risk of harm, and take appropriate action in partnership with relevant agencies. All staff are expected to be vigilant, follow this policy, and contribute to a culture of safeguarding.

Section 4: Communication and Promotion of the Policy

Safeguarding is communicated through staff induction, regular CPD, and refresher training. Learners are informed during induction, through handbooks, and reinforced during reviews. Employers are engaged via due diligence and induction processes, and safeguarding is reviewed during learner progress meetings. The Board receives safeguarding updates and provides strategic challenge.

Section 5: Reporting and Dealing with Allegations and Safeguarding Concerns

All staff must report safeguarding concerns, wellbeing concerns, or allegations immediately to the DSL or Deputy. Concerns include abuse, neglect, exploitation, radicalisation, or child-on-child abuse. Allegations against staff are handled in line with KCSIE 2025 and referred to the Local Authority Designated Officer (LADO) within one working day where appropriate. Low-level concerns are recorded, monitored, and reviewed by the DSL. Staff must never investigate allegations themselves.

Section 6: Enquiries and Investigations

NTG Training will cooperate fully with external investigations by police or social care. Internal enquiries will follow staff disciplinary procedures. Confidentiality will be maintained, and staff subject to allegations will be supported throughout the process.

Section 7: Recording, Sharing Information & Consent Issues

Safeguarding records will be securely stored and retained in line with GDPR and statutory guidance. The '7 Golden Rules of Information Sharing' (DfE, 2018) will guide practice. Consent is not required if doing so would place an individual at risk of significant harm, interfere with a criminal investigation, or endanger staff. All serious concerns referred to external agencies must also be reported to the ESFA within 24 hours.

Section 8: Monitoring Effectiveness

Safeguarding concerns, trends, and case management effectiveness will be reviewed by the DSL and SMT. Safeguarding is a standing item in SMT and Board meetings. Policy effectiveness is also evaluated through learner and staff feedback, self-assessment reports, and quality improvement planning.

Section 9: ICT Acceptable Usage and E-Safety

NTG Training recognises the risks learners may face online, including cyberbullying, grooming, and access to harmful content. In line with DfE Filtering and Monitoring Standards (2023), NTG Training implements technical and educational measures to reduce risks. Staff are responsible for embedding e safety in learning, monitoring usage, and reporting concerns. Learners are taught about online safety and responsible ICT use.

Section 10: Break in Learning

A Break in Learning may be agreed in exceptional circumstances (e.g., illness, bereavement). During a break, regular check-ins will be conducted, and safeguarding support will continue where relevant. On return, a review meeting will be held to update the learning plan. Breaks in Learning will follow ESFA guidance and will not normally exceed 3 months.

To maintain engagement and support, check-ins are mandatory during the Break in Learning, at least one check-in per month will be conducted by the learners tutor and will be completed via a phone call. These check-ins ensure the learner remains supported and informed during their time away and facilitate a smooth return to learning.

Section 11: Definitions

Safeguarding means protecting the rights of children, young people, and adults at risk to live in safety, free from abuse and neglect. Child protection is part of safeguarding and refers to protecting children at risk of significant harm. Adults at risk are defined under the Care Act (2014). We adopt the Making Safeguarding Personal (MSP) approach, working with individuals to achieve outcomes that matter to them.

Section 12: Addendum

Safeguarding against the new risks associated with AI

NTG Training is committed to the safe, ethical, and responsible use of AI across all learning and organisational activities. We have recognised new and ever-changing risks that we need to continue to monitor and address, including harmful or biased content, misinformation, privacy breaches, and AI-facilitated grooming or manipulation.

This applies to: - All learners and all staff within their interactions and AI-enabled tools.

Risks Associated with AI

AI-related safeguarding risks may include (but are not limited to):

- Exposure to harmful, biased, or inappropriate AI-generated content
- Over-reliance on AI is impacting critical thinking and autonomy
- AI-facilitated grooming, manipulation, or coercion
- Privacy breaches or misuse of personal data
- Misinformation or hallucinated outputs presented as fact

Reporting and Response Procedures

Learners and staff are supported to identify unsafe or misleading AI outputs, protect personal data and digital identity, and report concerns. Concerns may arise through learner disclosure, staff observation, new AI trends/system or external reports.

We will provide support and training to help recognise unsafe or misleading AI outputs, protect data and digital identity and seek help when AI causes concern

All AI-related safeguarding issues are managed through our established safeguarding procedures.

Statement of Commitment

The organisation commits to safeguarding learners in an evolving digital landscape, ensuring AI is used responsibly, ethically, and safely.

Appendix A

NTG Training acknowledge, follow and adhere to a number of other legislations alongside this policy:

- Child-on-child sexual violence and sexual harassment
- The Children Act 2016.
- Un Convention on the Rights of the Child 1991
- Data Protection Act 2018 and General Data Protection Regulations (GDPR)
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Education Act 2005
- Human Rights Act 1998
- Health and Social Care Act 2008
- Domestic Violence, Crime and Victims Act 2012
- Statutory guidance Working Together to Safeguard Children 2018
- Information Sharing Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers 2018.
- The Care Act 2014
- The Mental Capacity Act 2005
- The “No Secrets” guidance, which sets out a code of practice for the protection of vulnerable adults
- Counter Terrorism and Boarder security Act 2019
- Contest 2018
- Work Based learners and Prevent Statutory Duty guidance for providers 2018.
- Modern Slavery Act 2015
- Mandatory reporting of FGM (Nov 16)

We ensure all staff commitment to the policy by providing appropriate training, provision and implementation of this Safeguarding Policy during recruitment of staff and during the entire length of employment.

We will review this policy at least annually but will update any legislative changes with immediate effect.