

Safeguarding and Child Protection Policy

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Safeguarding Contacts:

- Safeguarding Deputy and Mental Health First Aider
- CEO and Safeguarding Lead
- Safeguarding Deputy and Teaching & Learning Quality Manager

Head Office - 01246 278931

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Our Commitment

We want every learner to feel safe, respected, and supported. Safeguarding means protecting learners from harm, abuse, bullying, discrimination, and anything that affects their wellbeing.

Our Safeguarding Contacts

- Safeguarding Deputy and Mental Health First Aider
- CEO and Safeguarding Lead
- Safeguarding Deputy and Teaching & Learning Quality Manager

Head Office - 01246 278931

Our Mental Health First Aiders

- Safeguarding Deputy and Mental Health First Aider
- Organisational Development Director
- Business Development Manager
- Audit & Compliance Director

Head Office - 01246 278931

If you prefer, you can follow the QR code, leave your details and a member of the safeguarding team will be in touch with you as a matter of urgency.

Your details and any information you share will remain private and confidential and not shared with anyone outside of our safeguarding and welfare team without your prior permission.



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What Safeguarding Means for You

Safeguarding covers:

- Feeling safe at your training centre, workplace, and online
- Being protected from bullying, harassment, discrimination, or exploitation
- Having trusted adults you can talk to
- Getting help early if something is worrying you
- Making sure your mental health and wellbeing are supported
- Keeping you safe from radicalisation and extremism (Prevent Duty)

Who You Can Talk To

If you ever feel unsafe or worried, you can speak to:

- Our safeguarding team
- Our mental health first aiders
- Your tutor / apprenticeship assessor
- Any trusted adult at our training centre
- Your employer's supervisor or mentor (If you feel comfortable to share with them)

You will be listened to, taken seriously, and supported.

When You Should Tell Someone

Please speak to us if:

- You feel unsafe at home, work, or your training centre
- Someone is hurting you, threatening you, or making you uncomfortable
- You are being bullied or harassed
- You see or experience discrimination
- You're worried about a friend
- You're struggling with your mental health
- You see something online that worries you
- You're concerned someone is being drawn into harmful or extremist views
- You're struggling financially
- You're struggling with bereavement / loss of a loved one or someone close to you
- You're struggling with your general health

Or anything else that causes you to worry or become anxious - Nothing is too small, if it worries you, please tell us.

You can also access a wide range of support contacts and resources via our mind matters page [Mind Matters](#) | [ATL](#)

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Staying Safe Online

We help learners stay safe online by promoting:

- Respectful behaviour on social media
- Protecting personal information
- Reporting harmful or inappropriate content
- Understanding risks such as grooming, scams, and extremist content

If something online makes you feel uncomfortable, please share with us. You will also find lots of useful information, advice and support links within our learner portal on ATL website:

[ATL Learner Portal: Personal Development and Safety Awareness | ATL](#)

How We Keep You Safe

We keep learners safe by:

- Providing a safe learning environment
- Responding quickly to concerns
- Working with parents, carers, and external agencies when needed
- Supporting learners with additional needs
- Teaching about safety, wellbeing, and healthy relationships
- Making sure all safeguarding concerns are handled sensitively and confidentially
- Making sure we follow a safer recruitment process
- Making sure our safeguarding, welfare and mental health first aiders are trained and confident in supporting learners

Support for Learners

We can help with:

- Mental health and wellbeing
- Learning difficulties or disabilities
- Barriers to learning
- Personal challenges
- Confidence and resilience
- Accessing external support services

If you need adjustments or extra help, we will work with you and your parent/carer (if relevant) to put support in place.

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Confidentiality

If you share a concern, we will keep your information private unless you or someone else is at risk of harm. In that case, we may need to share information with professionals who can help keep you safe, but we will always explain this to you.

Prevent Duty (Keeping You Safe From Extremism)

We help learners stay safe from extremist or radicalising influences by:

- Promoting respect, tolerance, and British values
- Teaching critical thinking
- Encouraging safe online behaviour
- Providing a safe space to discuss difficult topics
- Reporting concerns if someone may be at risk

You will find many resources, helpful information and links to seek further support on our learner portal:

[ATL Learner Portal: Personal Development and Safety Awareness | ATL](#)

Additional Contacts

If you are unable to contact our safeguarding team or mental health first aiders and you need support out of hours:

- Police (999 in an emergency, 101 for advice)
- NSPCC: 0808 800 5000
- Childline: 0800 1111

Our Promise

You will always be:

- Listened to
- Believed
- Supported
- Protected