



SAFEGUARDING POLICY 2026

Date Created	01/06/2026
Status	Final
Version	1.0
Review Date	01/06/2028
Owner	Charlotte Boole
Approved By	Managing Director

1. Introduction

Greenway Training is an independent training provider delivering short accredited vocational, workplace and compliance training courses to learners aged 16 years and above.

The organisation works with employers, apprentices, employees and individual learners to provide training, assessment and qualifications that support workplace competence and professional development. Greenway Training does not provide education or childcare services for children under the age of 16.

Any learners aged 16 and 17 attend Greenway Training courses as part of their employment, apprenticeship or employer-sponsored training programme. Under current Disclosure and Barring Service (DBS) guidance, the provision of training, instruction, supervision, advice or guidance relating to employment is generally not considered regulated activity with children. As a result, Greenway Training staff, freelance instructors and assessors will not normally require an Enhanced DBS check with Children's Barred List checks solely because they deliver work-related training to learners aged 16 or 17.

Although Greenway Training's activities do not normally constitute regulated activity with children, the organisation recognises its duty to safeguard the welfare of all learners, including young people aged 16 and 17, vulnerable adults and any individual who may be at risk of harm. Appropriate safeguarding arrangements are therefore maintained throughout all training and assessment activities.

This policy sets out the procedures and responsibilities for safeguarding learners and ensuring that all concerns regarding abuse, neglect, exploitation, harassment or other welfare issues are identified, reported and managed appropriately.

2. Scope

This policy applies to:

- Office staff employed by Greenway Training.
- Freelance instructors delivering training on behalf of Greenway Training.
- Freelance assessors conducting assessments or quality assurance activities on behalf of Greenway Training.
- All learners attending Greenway Training courses or assessments.
- Visitors attending Greenway Training premises or training locations.

3. Safeguarding Commitment

Greenway Training is committed to:

- Providing a safe, respectful and inclusive learning environment.
- Promoting the welfare and wellbeing of all learners.
- Protecting learners from abuse, neglect, exploitation, discrimination and harassment.
- Ensuring safeguarding concerns are acted upon promptly and appropriately.
- Maintaining clear reporting procedures for staff, instructors and assessors.
- Working with employers, awarding organisations and statutory agencies where necessary to protect individuals from harm.

4. Workforce Responsibilities

Greenway Training's workforce consists of office staff, freelance instructors and freelance assessors.

All personnel working on behalf of Greenway Training are expected to:

- Act professionally and maintain appropriate boundaries with learners.
- Complete safeguarding awareness training appropriate to their role.
- Report safeguarding concerns without delay.
- Follow this policy and related procedures.
- Promote a culture of safety, respect and inclusion.

5. Safeguarding Principles

Greenway Training will:

- Provide a safe and inclusive learning environment.
- Promote dignity, respect and equality.
- Take all safeguarding concerns seriously.
- Respond promptly to disclosures or allegations.
- Work with employers, local authorities and relevant agencies where appropriate.
- Maintain confidentiality while sharing information when necessary to protect individuals from harm.
- Ensure staff understand their safeguarding responsibilities.

6. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The company will appoint a Designated Safeguarding Lead who will:

- Receive safeguarding concerns and disclosures.
- Assess risks and determine appropriate action.
- Liaise with employers, local authorities, police or other agencies where required.
- Maintain safeguarding records.
- Ensure safeguarding procedures are reviewed regularly.

Staff Responsibilities

All staff must:

- Complete safeguarding awareness training.
- Remain vigilant for signs of abuse, neglect, exploitation or harm.
- Report concerns immediately to the DSL.

- Maintain professional boundaries with learners.
- Treat all learners fairly and respectfully.

7. Recognising Safeguarding Concerns

Concerns may include:

- Physical abuse.
- Emotional abuse.
- Sexual abuse or harassment.
- Neglect.
- Domestic abuse.
- Child criminal exploitation.
- Child sexual exploitation.
- Radicalisation or extremism.
- Online abuse.
- Modern slavery.
- Financial abuse of vulnerable adults.
- Self-harm or significant mental health concerns.

8. Reporting Concerns

Where a learner discloses information or a staff member identifies a safeguarding concern:

1. Listen calmly and respectfully.
2. Do not promise confidentiality.
3. Record factual information accurately.
4. Report immediately to the DSL.
5. Where there is immediate danger, contact emergency services without delay.

Written records must be retained securely and confidentially.

9. Professional Boundaries

Staff, instructors and assessors must:

- Maintain professional relationships with learners.
- Avoid inappropriate personal contact.
- Avoid private social media connections with learners.
- Conduct communications through approved business channels.
- Never engage in behaviour that could be perceived as grooming, harassment or exploitation.

10. Online and Digital Safety

Where training is delivered online:

- Approved platforms will be used (Lantra, IPAF and City & Guilds).
- Professional standards of behaviour will apply at all times.
- Learners will be treated respectfully and protected from inappropriate conduct.
- Safeguarding concerns arising online will be managed in the same way as face-to-face concerns.

11. Safer Recruitment and DBS

Greenway Training will:

- Verify identity and right-to-work documentation.
- Obtain references where appropriate.
- Assess DBS eligibility in accordance with current legislation.
- Conduct DBS checks only where legally permitted and necessary for the role.
- Maintain recruitment records securely.

12. Confidentiality and Information Sharing

Information relating to safeguarding concerns will only be shared on a need-to-know basis and in accordance with data protection legislation.

Information may be shared without consent where there is a lawful safeguarding reason to do so.

13. Allegations Against Staff

Any allegation involving a member of staff, trainer or assessor will be:

- Taken seriously.
- Reported immediately to senior management.
- Investigated appropriately.
- Referred to relevant authorities where required.

Appropriate action may include suspension, disciplinary procedures, referral to relevant awarding body, police involvement or referral to the Disclosure and Barring Service where legally required.

14. Review

This policy will be reviewed annually or sooner if there are changes in legislation, regulatory guidance or organisational requirements.

Policy Owner

Greenway Training

Review Frequency

Biannually

Next Review Date

June 2028