



Safeguarding Policy

Introduction At Lifetime Education & Training we are committed to providing a safe and secure learning environment for all our learners. This Safeguarding Policy outlines our commitment to promoting the welfare and protecting the well-being of adults participating in our English for Speakers of Other Languages (ESOL) programs. It sets out our procedures for safeguarding adults from harm, abuse, neglect, or exploitation.

Definitions 2.1 Adult: A person aged 18 years or older who is enrolled in our ESOL programs.

2.2 Safeguarding: The process of protecting adults from harm, abuse, neglect, or exploitation.

Designated Safeguarding Lead (DSL)

3.1 We have appointed a designated safeguarding lead who will be responsible for coordinating and overseeing safeguarding arrangements. The DSL will act as a point of contact for all staff, volunteers, and learners regarding safeguarding concerns.

3.2 The DSL will receive appropriate training and updates on safeguarding legislation and best practices to ensure their competence in fulfilling their role.

Safer Recruitment

4.1 All staff, volunteers, and contractors involved in delivering ESOL programs will undergo appropriate recruitment procedures, including verification of their identity, employment history, qualifications, and relevant checks (e.g., DBS checks or equivalent).

4.2 We will maintain records of all recruitment checks conducted for staff and volunteers.

Awareness and Training

5.1 All staff and volunteers will receive regular safeguarding training to ensure they are aware of their responsibilities and can recognize signs of harm, abuse, neglect, or exploitation.

5.2 Safeguarding training will be conducted at induction and will be refreshed at least annually to keep staff and volunteers up to date with current legislation and best practices.

Identifying and Reporting Concerns

6.1 All staff and volunteers have a duty to report any concerns they may have regarding the well-being or safety of adults participating in our ESOL programs to the DSL.

6.2 Concerns may include disclosures made by adults or observations of behaviour or physical indicators that raise suspicions of harm or abuse.

6.3 Reports should be made promptly and documented in writing, providing as much detail as possible about the concern and any evidence or witness statements available.

Responding to Concerns

7.1 The DSL will ensure that all reported concerns are appropriately recorded, investigated, and escalated as necessary.



7.2 The DSL will consult with appropriate authorities, such as local social services or the police, as required by law and in line with local procedures.

7.3 We will provide appropriate support and guidance to adults who have raised concerns or have been affected by safeguarding issues.

Confidentiality and Information Sharing

8.1 All staff and volunteers must respect the confidentiality of adults involved in safeguarding concerns, sharing information only on a need-to-know basis.

8.2 Information will be shared securely and in accordance with relevant data protection laws and regulations.

Risk Assessment and Management

9.1 We will conduct regular risk assessments to identify and address potential safeguarding risks within our ESOL programs.

9.2 Risk management strategies will be implemented to minimize risks and ensure the safety of all adults participating in our programs.

Review and Monitoring

10.1 This Safeguarding Policy will be reviewed annually, or as needed, to ensure it remains up to date and effective.

10.2 Any changes to legislation or best practices will be promptly incorporated into the policy.

10.3 Compliance with this policy will be monitored and evaluated to identify areas for improvement.

Policy Dissemination

11.1 This Safeguarding Policy will be made available to all staff, volunteers, learners, and stakeholders via our website