



Safeguarding Policy

Gtec Media Limited

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Version: 1.0

Effective Date: 21st May 2026

Review Date: Annually

1. Policy Statement

Gtec Media Limited is committed to safeguarding and promoting the welfare, safety, dignity and well-being of all learners, staff, contractors, clients and stakeholders.

We recognise our responsibility to protect:

- Young people
- Vulnerable adults
- Learners at risk of abuse, neglect, exploitation or radicalisation
- Staff and contractors working within our organisation

We are committed to creating a safe, inclusive and respectful environment across all organisational activities including:

- Adult Skills and Learning provision
- Online and remote learning delivery
- Digital inclusion programmes
- IT support services
- Digital marketing services
- Research and consultancy activities

This policy applies whether services are delivered:

- Online
- Remotely
- At client premises
- In community venues

- In workplaces
- In classrooms
- Through live video conferencing

2. Scope

This policy applies to:

- Employees
- Directors
- Tutors and trainers
- Contractors and associates
- Volunteers
- Learners
- Partner organisations
- Employers hosting learners or work placements
- Clients and stakeholders

3. Legal and Regulatory Framework

This policy is informed by:

- Children Act 1989 and 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where applicable)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR

4. Definitions

Young Person

Any individual under the age of 18.

Vulnerable Adult

An adult aged 18 or over who may be unable to protect themselves from abuse, harm or exploitation due to age, disability, illness, mental health condition or personal circumstances.

Safeguarding

Protecting the health, well-being, safety and human rights of individuals to enable them to live free from abuse, harm and neglect.

5. Types of Abuse and Harm

Gtec Media Limited recognises that abuse may include:

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse
- Neglect
- Financial abuse
- Domestic abuse
- Discriminatory abuse
- Online abuse or cyberbullying
- Grooming or exploitation
- Radicalisation and extremism
- Modern slavery or trafficking

6. Roles and Responsibilities

Management Responsibilities

Gtec Media Limited management will:

- Promote a strong safeguarding culture
- Ensure safeguarding procedures are implemented
- Ensure concerns are dealt with appropriately
- Maintain safer recruitment processes
- Ensure appropriate DBS checks are completed
- Ensure staff receive safeguarding training
- Review safeguarding arrangements regularly

Staff Responsibilities

All staff, contractors and associates must:

- Safeguard learners and vulnerable individuals
- Remain alert to signs of abuse or harm
- Report safeguarding concerns immediately
- Maintain professional boundaries
- Follow safeguarding procedures
- Complete required safeguarding training

7. Safer Recruitment and Vetting

Gtec Media Limited is committed to safer recruitment practices.

Recruitment procedures may include:

- Verification of identity
- Verification of qualifications and experience
- Employment history checks

- References
- Right to work checks
- Risk assessments where appropriate
- Disclosure and Barring Service (DBS) checks where required

No individual will be permitted to undertake regulated activity where legal requirements prohibit them from doing so.

8. DBS Checks

Where roles involve working with:

- Young people
- Vulnerable adults
- Regulated learning environments
- High-risk learner groups

appropriate DBS checks will be carried out before engagement commences.

Gtec Media Limited reserves the right to:

- Request enhanced DBS checks where appropriate
- Refuse engagement where safeguarding risks are identified
- Conduct periodic re-checks where necessary

9. Safeguarding Training

Gtec Media Limited will ensure that safeguarding awareness is promoted across the organisation.

Training may include:

- Safeguarding awareness
- Prevent awareness
- Online safety
- Recognising abuse and exploitation
- Reporting procedures
- Professional boundaries
- Data protection and confidentiality

Learners will also receive safeguarding information appropriate to the nature of the programme or service being delivered.

10. Reporting Safeguarding Concerns

All safeguarding concerns must be taken seriously.

Any staff member, learner or stakeholder who becomes aware of:

- Abuse

- Neglect
- Exploitation
- Unsafe behaviour
- Radicalisation concerns
- Risks to safety or welfare

must report concerns immediately to management.

Reports should include:

- Date and time
- Nature of concern
- Individuals involved
- Actions taken
- Any immediate risks identified

Emergency situations involving immediate danger should be reported to emergency services without delay.

11. Managing Allegations Against Staff

All allegations involving staff, contractors or associates will be:

- Taken seriously
- Handled confidentially
- Investigated fairly and proportionately
- Recorded appropriately
- Escalated to external agencies where required

Protective action may be taken while investigations are ongoing.

12. Whistleblowing

Gtec Media Limited encourages staff and learners to raise concerns about:

- Unsafe practices
- Abuse or neglect
- Professional misconduct
- Safeguarding failures
- Illegal or unethical behaviour

Individuals raising concerns in good faith will not suffer retaliation or victimisation.

Concerns may be raised confidentially with management.

13. Online Safety

As some services are delivered digitally or remotely, Gtec Media Limited will:

- Promote safe online behaviour
- Use secure communication platforms where possible
- Encourage professional online conduct
- Respond appropriately to online safeguarding concerns
- Promote awareness of cyberbullying, grooming and online exploitation risks

14. Employers, Workplaces and External Venues

Where learners are placed with employers, partners or external venues, Gtec Media Limited may undertake risk-based checks appropriate to the nature of the activity.

This may include:

- Reviewing safeguarding arrangements
- Checking health and safety arrangements
- Assessing suitability of workplaces
- Confirming supervision arrangements
- Verifying employer responsibilities

Risk assessments will be proportionate to the level of learner vulnerability and activity being undertaken.

15. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and shared only where:

- Necessary to protect individuals
- Required by law
- Required for safeguarding purposes

Information sharing will comply with data protection legislation.

16. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in response to legislative or operational changes
- Monitored for effectiveness
- Supported by safeguarding procedures and staff guidance where appropriate

17. Policy Approval

Approved by:

Geoff Hunter

Director

Gtec Media Limited

Date: 25th March 2026