



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

Gtec Media Limited is committed to working with relevant safeguarding partners, statutory agencies and other organisations where appropriate to support a multi-agency approach to safeguarding.

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.

Adult with Care and Support Needs

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
- Organisational abuse (including poor practice, neglect or mistreatment within an organisation or care setting)
- Discriminatory abuse
- Online abuse or cyberbullying
- Grooming or exploitation
- Radicalisation and extremism
- Self-neglect (including failure to care for personal health, hygiene or living conditions)
- 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
- Adults with care and support needs
- 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.

Safeguarding information will be made available to learners, service users, parents, carers, employers and representatives, where appropriate, through induction, learner handbooks, course information, organisational policies and direct communication. Individuals will be informed how to raise safeguarding concerns and who to contact if they are worried about abuse, neglect or inappropriate conduct by any member of staff, volunteer, contractor or other person.

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

Where safeguarding concerns indicate that a child, young person or adult with care and support needs may be at risk of abuse, neglect, exploitation, radicalisation or significant harm, the Designated Safeguarding Lead will make referrals without delay to the appropriate statutory agencies. This may include Children's Services, Adult Social Care, the Police, Prevent, DBS or other relevant safeguarding bodies.

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.

Where a concern relates to management, the Designated Safeguarding Lead, or where normal reporting lines cannot be followed, concerns may be reported directly to the relevant local authority safeguarding team, police, Prevent team, Disclosure and Barring Service (DBS), or other appropriate statutory agency.

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. Mental Capacity and Informed Consent

Gtec Media Limited recognises the principles of the Mental Capacity Act 2005 and will take account of an individual's ability to make informed decisions regarding their own safety, welfare and participation in safeguarding processes.

Where safeguarding concerns involve adults aged 16 or over, staff will seek to obtain informed consent wherever appropriate and lawful to do so. Decisions regarding information sharing, referrals and safeguarding actions will consider the individual's mental capacity, wishes, rights and best interests in accordance with the Mental Capacity Act 2005 and relevant safeguarding legislation.

Where there is concern that an individual lacks capacity to make a particular decision, advice may be sought from appropriate professionals or statutory agencies.

18. Prevent Duty

Gtec Media Limited recognises its responsibility under the Counter-Terrorism and Security Act 2015 to prevent people from being drawn into terrorism. Staff are expected to remain alert to signs of radicalisation and extremist influences. Concerns will be reported to the Designated Safeguarding Lead and referred to the appropriate Prevent or safeguarding agencies where required. Prevent awareness forms part of safeguarding training and the organisation promotes respect, inclusion, tolerance and critical thinking across all activities.

19. Policy Communication, Induction and Assurance

All employees, volunteers, contractors, associates, temporary staff and agency workers involved in service delivery will receive safeguarding information during induction and whenever significant policy updates are made.

Induction training will include safeguarding responsibilities, reporting procedures, Prevent awareness, professional boundaries, whistleblowing arrangements, online safety and confidentiality requirements.

Staff may be required to confirm that they have read and understood safeguarding policies. Compliance will be monitored through supervision, training records, management oversight, safeguarding reviews and periodic policy compliance checks.

20. Designated Safeguarding Lead

The Designated Safeguarding Lead for Gtec Media Limited is Geoff Hunter, Director.

The DSL is responsible for safeguarding oversight, reporting concerns, liaison with external agencies, staff guidance and safeguarding policy review.

21. Policy Approval

Approved by:

Geoff Hunter

Director

Gtec Media Limited

Date: 25th March 2026