



Safeguarding Policy

Purpose

Learning-To-Learn CIC ("the Organisation") is committed to creating safe, inclusive and supportive environments for all participants.

We recognise our responsibility to safeguard and promote the welfare of children, young people and adults at risk who engage with our programmes, services, partnerships and activities.

Safeguarding is fundamental to our mission of building trusted pathways between education, enterprise and community participation. We are committed to ensuring that all participants are treated with dignity, respect and care and are protected from harm, abuse, neglect, exploitation and discrimination.

Scope

This policy applies to:

- Directors and trustees
- Employees and contractors
- Volunteers and mentors
- Partner organisations working on our behalf
- Participants, learners and community members
- Any individual engaged in activities delivered by or through **Learning-To-Learn CIC**

This policy applies to both face-to-face and online activities.

Safeguarding Commitment

Learning-To-Learn CIC recognises that effective safeguarding is essential to creating safe and trusted learning environments.



Our programmes may involve:

- Children and young people
- Adults at risk
- Learners and beneficiaries
- Volunteers and mentors
- Community participants
- Partner organisations and consortium members

We maintain a safeguarding culture that promotes wellbeing, respect, inclusion and early intervention.

Safeguarding is embedded throughout our activities, including:

- Community outreach programmes
- Education and employability initiatives
- Workshops, training and mentoring activities
- Partnership and consortium projects
- Community engagement events
- Online learning, mentoring and digital engagement activities
- Research, consultation and participation projects

All safeguarding concerns will be treated seriously and addressed in accordance with applicable legislation, local safeguarding procedures and organisational reporting requirements.

Legislative and Regulatory Framework

This policy is informed by relevant legislation and guidance in England, including:

- Children Act 1989
- Children Act 2004
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (where applicable)



The Organisation will review this policy periodically to ensure ongoing compliance with current legislation and good practice.

Safeguarding Objectives

The Organisation aims to:

- Protect children, young people and adults at risk who participate in our activities.
- Promote safe, inclusive and respectful learning and community environments.
- Provide staff, volunteers and partners with clear guidance on recognising, reporting and responding to safeguarding concerns.
- Promote awareness of safeguarding responsibilities across all programmes and partnerships.
- Foster a culture where concerns can be raised confidently and appropriately.
- Support early intervention where wellbeing or safety concerns arise.

Safeguarding Principles

Learning-To-Learn CIC is committed to:

Safety

Creating environments where participants feel safe, valued and supported.

Respect

Listening to and respecting the views, experiences and concerns of participants.

Inclusion

Ensuring safeguarding practices are accessible, equitable and inclusive.

Partnership

Working collaboratively with families, partner organisations and statutory agencies where appropriate.



Accountability

Maintaining clear safeguarding procedures and responding promptly to concerns.

Continuous Learning

Reviewing safeguarding practices regularly to improve effectiveness and organisational learning.

Policy Framework

The Organisation will:

- Value, listen to and respect participants.
- Adopt recognised safeguarding and child protection good practice.
- Promote safe recruitment and appropriate vetting procedures.
- Provide safeguarding guidance, supervision and training.
- Share safeguarding information appropriately and lawfully.
- Work with relevant agencies when safeguarding concerns arise.
- Maintain appropriate safeguarding records and documentation.
- Monitor and review safeguarding arrangements regularly.

Reporting Safeguarding Concerns

All safeguarding concerns, disclosures, allegations or suspicions of harm must be reported immediately to the Designated Safeguarding Lead.

Concerns may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Exploitation
- Bullying or harassment
- Online safety concerns
- Radicalisation concerns
- Self-harm or significant wellbeing concerns



Where there is an immediate risk of harm, emergency services should be contacted without delay.

Response to Concerns

The Organisation will:

- Take all concerns seriously.
- Record concerns accurately and confidentially.
- Assess risks appropriately.
- Seek advice from relevant agencies where necessary.
- Make referrals when required.
- Protect confidentiality while prioritising safety and welfare.
- Act promptly and proportionately.
- No person will be disadvantaged for raising a safeguarding concern in good faith.

Training and Awareness

Learning-To-Learn CIC will seek to ensure that those involved in delivery and governance understand their safeguarding responsibilities.

Where appropriate, safeguarding information, training and guidance will be provided to:

- Staff
- Volunteers
- Mentors
- Directors
- Delivery partners

Safeguarding awareness will be reviewed regularly as the Organisation develops.

Designated Safeguarding Lead

The Designated Safeguarding Lead for Learning-To-Learn CIC is:



- Yee-Man Ngai
Founder & Director
Email: info@learning-to-learn.co.uk

The Designated Safeguarding Lead is responsible for:

- Receiving safeguarding concerns.
- Maintaining safeguarding records.
- Liaising with relevant agencies where appropriate.
- Promoting safeguarding awareness.
- Monitoring implementation of this policy.
- Reviewing safeguarding arrangements and procedures.

Monitoring and Review

The Organisation will review this policy regularly and whenever:

- Relevant legislation changes.
- Organisational activities significantly expand.
- New safeguarding risks are identified.
- Lessons learned indicate improvements are required.

Policy Statement

Learning-To-Learn CIC is committed to safeguarding the wellbeing, dignity and safety of all participants.

Through responsible governance, inclusive practice and trusted partnership working, we seek to create environments where individuals can participate, learn and develop safely and confidently.

Safeguarding is everyone's responsibility and forms an integral part of our commitment to education, employability and community transformation.



Document Control

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