



SAFEGUARDING TRAINING POLICY

Ember Learning Ltd

Document Reference:	EL-STP-001
Date Adopted:	1 September 2026
Status:	Adopted

1. PURPOSE

This Policy sets out the safeguarding and related training framework for Ember Learning Ltd. It identifies the training required for each role within the organisation, the frequency of that training, and how responsibility for completion is managed and evidenced.

This Policy is a framework document. Individual training completion records — including dates, certificates, and confirmation of directed reading — are held on the Company's internal platform, accessible to directors and the Designated Safeguarding Lead. This Policy should be read alongside the Child Protection and Safeguarding Policy (EL-CPSP-001), in particular Sections 13 and 17A.

2. PRINCIPLES

Ember Learning is committed to ensuring that everyone working with or on behalf of the Company — whether employed or self-employed — has the knowledge and skills to keep children and adults at risk safe. Training is not a one-off event but an ongoing commitment. No individual will deliver sessions or access student or mentee personal data before their mandatory pre-commencement training is complete.

The Company's training programme combines external accredited courses, directed reading of statutory guidance, and internally delivered sessions. Internal training is led by the DSL or Deputy DSL and is designed to contextualise statutory requirements within Ember Learning's specific online delivery model.

3. TRAINING REQUIREMENTS BY ROLE

3.1 DESIGNATED SAFEGUARDING LEAD AND DEPUTY DSL

Current postholders: Jack Bradley (DSL) and Mahesh De Zoysa (Deputy DSL).

DSL-level safeguarding training — External, accredited. Completed before taking up the DSL role. Refreshed at least every two years. See EL-CPSP-001, Section 13.1.

Level 3 Safeguarding Adults (Care Act 2014) training — External, accredited. Completed before the DSL/Deputy DSL manages any adult safeguarding concern. Refreshed at least every two years, aligned with DSL-level safeguarding training renewal.

Safer recruitment training — External. Completed before conducting any recruitment activity. Refreshed every three years or in line with updated statutory guidance.

Keeping Children Safe in Education — full document — Directed reading. Read in full annually, each September following the updated version's publication. Completion confirmed in writing and recorded on the Company platform. See EL-CPSP-001, Section 13.1.

Prevent / WRAP awareness — External (Home Office WRAP elearning). Completed before taking up the DSL role. Refreshed every three years or following significant changes to Prevent guidance.

Ongoing CPD and guidance updates — The DSL and Deputy DSL are expected to maintain and update their safeguarding knowledge on a continuous basis through reading, briefings, and engagement with current statutory guidance, including Working Together to Safeguard Children and relevant updates from the Department for Education and Solihull LSCP.

3.2 TEACHERS AND MENTORS (EMPLOYED AND SELF-EMPLOYED)

All training listed below must be completed before a teacher or mentor delivers any session or accesses any student or mentee personal data. Self-employed status does not alter these requirements.

INDUCTION – External / self-directed

Keeping Children Safe in Education — Part One — Directed reading. Teachers and mentors are required to read Part One of KCSIE. Teachers and mentors must provide written confirmation that they have read Part One before delivering sessions in each academic year. Confirmation is recorded on the Company platform. See EL-CPSP-001, Section 13.2.

Prevent / WRAP awareness — Home Office WRAP elearning. Completed before commencement. Refreshed every three years or following significant changes to Prevent guidance. Certificate must be submitted to the Company and recorded on the platform before the pre-start sign-off is issued.

INDUCTION (internal, DSL-led)

Safeguarding induction — A review of the Company's Child Protection and Safeguarding Policy, reporting procedures, mental health awareness, online safety and the teacher's specific obligations. Delivered by the DSL as part of onboarding. Teachers and mentors confirm in writing that they have read and understood the policy before delivering their first session. All teachers and mentors must additionally complete training covering the Care Act 2014 adult safeguarding framework as part of this induction, including the statutory definition of an adult at risk, the Care Act's categories of abuse and neglect, the five principles of the Mental Capacity Act 2005, the Making Safeguarding Personal approach, and the adult safeguarding referral route. Given that Ember Learning's mentee cohort spans ages 16 to 24, this applies to all teachers and mentors as standard, not as a supplementary module for a subset of associates.

ONGOING (annual)

Keeping Children Safe in Education — Part One — Each year

Prevent / WRAP awareness – Every two years

Safeguarding – Every year

Monthly meetings — Internal, DSL or Deputy DSL facilitated. Monthly video call covering pastoral welfare, student and mentee concerns, and a standing safeguarding agenda item. These meetings constitute ongoing safeguarding CPD for the teacher and mentor workforce. Attendance is recorded on the Company platform. See EL-CPSP-001, Section 17A.3.

4. RESPONSIBILITY AND ACCOUNTABILITY

The DSL is responsible for ensuring that all training requirements are met, that completion is recorded on the Company platform, and that renewal dates are monitored and acted upon. The Deputy DSL acts in this capacity in the DSL's absence.

No teacher or mentor may deliver sessions while their mandatory training is out of date. Where a renewal deadline is missed, the DSL will contact the teacher or mentor and agree a remediation timeframe. If training is not renewed within that timeframe, sessions will be paused until compliance is restored, in accordance with the Disciplinary Policy (EL-DP-001).

Individual training records, certificate uploads, and KCSIE reading confirmations are held on the Company's internal platform. The DSL-facing area of the platform provides a consolidated view of training status across the teacher and mentor workforce, enabling proactive management of renewal dates.

5. POLICY REVIEW

This Policy will be reviewed annually each September, following publication of the updated KCSIE, and updated to reflect any changes to statutory guidance, the Company's delivery model, or its workforce structure. The DSL is responsible for initiating the review.

Policy Owner:	Jack Bradley, Director & Designated Safeguarding Lead
Date Adopted:	1 September 2026
Next Review Due:	1 September 2027 (aligned to KCSIE annual update)
Approved by:	Jack Bradley, Director, 1 September 2026