

SAFEGUARDING POLICY

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| Policy Owner | Quality Assurance and Compliance Department |
| Approved By | Governing Body |
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1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following B-TIC products:

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| Ofqual Regulated Qualifications and Units | <input checked="" type="checkbox"/> |
| Quality Assurance Agency Regulated | <input type="checkbox"/> |
| B-TIC Quality Assured and Endorsed Courses | <input checked="" type="checkbox"/> |

3. Audience

This document is for use by the following:

- a. Approved Centre Staff
- b. Assessors and Quality Assurers
- c. Learners

B-TIC

- a. Staff
- b. Registrar
- c. Quality Assurers

4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

Relevant Policies to be used in conjunction with,

- B-TIC Health and Safety Policy
- B-TIC Glossary of Terms
- B-TIC Data Protection Policy
- B-TIC Reasonable Adjustment Policy

5. Definition

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| Abuse | Any action, inaction, or behaviour that causes harm, distress, or violation of a person’s rights and wellbeing. It may take many forms, including physical, emotional, sexual, financial, discriminatory, organizational, or neglect. |
| Adult at risk | A person aged 18 or over who may be unable to protect themselves from harm, exploitation, or abuse due to care needs, disability, illness, or circumstances. |
| Child | A person under the age of 18 years |
| Child protection | An action that is taken to protect specific children who are suffering, or are likely to suffer, significant harm, or about whom there are those concerns. |

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| Safeguarding | Protecting people’s health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect. |
| B-TIC Community | Refers to all individuals who are directly or indirectly involved in the activities, programmes, and operations of B-TIC. This includes children, young people, and adults at risk of harm who may require safeguarding and support; all learners and apprentices enrolled in any B-TIC course or training programme; all staff members, including academic, professional services, visiting lecturers, contractors, and volunteers; and visitors and third parties participating in or engaged with B-TIC-organised activities, whether conducted on or off campus, such as placements, fieldwork, and international programmes. |

6. Policy Statement

B-TIC is committed to providing a safe, supportive, and inclusive environment for all members of its community, including students, staff, visitors, and partners. We recognise our duty of care to safeguard and promote the welfare of B-TIC community. Safeguarding is everyone's responsibility.

Legal and Regulatory Framework

This policy is underpinned by UK legislation and statutory guidance, including:

- Children Act 1989 & 2004
- Care Act 2014
- Working Together to Safeguard Children (2018, updated 2023)
- Keeping Children Safe in Education (KCSIE 2024)
- Prevent Duty Guidance 2015 (Counter-Terrorism and Security Act 2015)
- Equality Act 2010
- Data Protection Act 2018 (UK GDPR)
- Safeguarding Vulnerable Groups Act 2006,
- Protection of Freedoms Act 2012

6.1 General

B-TIC shall:

- a. Promote a culture of safety, dignity, and respect.
- b. Ensure safeguarding concerns are taken seriously and responded to promptly.
- c. Provide staff with appropriate training, guidance, and support.
- d. Work in partnership with local safeguarding boards, police, NHS, and other statutory agencies.
- e. Ensure compliance with the Prevent Duty to safeguard against radicalisation
- f. Maintain confidentiality while sharing information lawfully when necessary to protect individuals.
- g. Hold ultimate accountability for safeguarding.
- h. Provides strategic leadership and relevant resources for safeguarding.
- i. Be responsible for managing safeguarding concerns, reporting to statutory agencies, and ensuring compliance.

6.2 Safeguarding Procedures

All Staff & Students: Must remain vigilant and report safeguarding concerns.

Whistleblowing protections apply for staff raising safeguarding concerns.

- a. Concerns must be reported immediately to B-TIC
- b. B-TIC will assess the concern and decide on referral to local safeguarding partners, the police, or other agencies.
- c. In cases of immediate danger, emergency services should be contacted.
- d. All concerns will be recorded securely and handled in line with data protection policy.

6.3 Safer Recruitment and Training

All staff working with children or adults at risk must undergo enhanced DBS (Disclosure Barring Services) checks.

Recruitment processes will include safeguarding declarations and references.

All staff will receive induction and refresher training on safeguarding.

6.4 Support for Students and Staff

B-TIC shall provide support services (e.g., counselling).

Victims and survivors of abuse will be treated with dignity, compassion, and respect.

Reasonable adjustments will be made to support learning and wellbeing.

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.



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