



Safeguarding of Learners Policy (Surrey and Sussex) (1189/2026)

Abstract

This policy and associated procedure is to inform everyone connected with Surrey Police and Sussex Police, and with whom it subcontracts or collaborates, of our agreed policy with regard to the safeguarding of all individuals involved within the learning environment. The policy is in line with Office for Standards in Education (Ofsted) requirements.

Policy

1. Introduction

1.1 This policy and associated procedure is to inform everyone connected with Surrey Police and Sussex Police, and with whom it subcontracts or collaborates, of our agreed policy with regard to the safeguarding of all individuals involved within the learning environment.

The Forces recognise its legal and moral responsibility to safeguard the welfare of learners, staff, volunteers, and partners by commitment to practice that protects them and looks to minimise potential harm.

The policy and associated procedure compliment and support existing Equality, Diversity and Inclusion and Behaviour in the Workplace policies and provide clear guidance on concerns that must be addressed as part of our safeguarding responsibility, in line with Office for Standards in Education (Ofsted) requirements. This policy has been extended to include learners on all Police Constable Entry Routes (PCER) that sit outside of our Ofsted requirements.

2. Scope

2.1 The purpose of this policy aims to provide:

- Protection for learners undertaking learning programmes for PCER and the Police Community Support Officer Apprenticeship (PCSOA).
- Staff and officers with guidelines and a code of practice towards safeguarding learners.
- Staff, officers, volunteers, and partners with guidance on procedure if they suspect a learner may be experiencing or is at risk of harm or abuse.

- Staff, officers, volunteers, and partners with guidance with regards to the PREVENT strategy as applied to learning programmes.

2.2 Surrey Police and Sussex Police are committed to ensuring learners feel comfortable and valued, within a safe learning space. We believe that:

- All learners have the right to learn in a safe, open, and caring environment and that their welfare is paramount.
- All learners have the right to expect staff and colleagues to listen to them.
- All learners regardless of any Protected Characteristic(s) have the right to equal protection from all types of harm or abuse and should be valued and respected as individuals.
- Bullying in any form is strictly unacceptable and will not be tolerated.
- Working in close partnership with learners and collaborative companies / institutions is essential in promoting a safe learning environment.
- Adopting robust safeguarding guidelines through procedures and a Code of Conduct for learners, staff and contractors is essential.
- It is essential to share information about any concerns raised with appropriate agencies or support networks.
- Working in conjunction with partners, Occupational Health and our Wellbeing strategy is essential.
- All learners will have a ready point of contact for referral or support.
- All learners should be protected from sexual harassment; any form of Abuse of Position will not be tolerated.

3. Policy Statement

3.1 Surrey Police and Sussex Police will safeguard all learners, staff, officers, volunteers, and partners within the learning environment.

3.2 Policies and associated guidance should inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the [National Decision Model \(NDM\)](#).

Procedure

1. Introduction

1.1 Within the learning environment, the responsibilities for Surrey Police and Sussex Police regarding safeguarding is to:

- Protect individuals from maltreatment.
- Prevent impairment of health or development.
- Ensure that learners are in a safe learning environment.

1.2 Those involved within the learning environment should have an awareness of the following:

- Bullying (including cyber bullying) inside or outside of the learning space.
- Domestic abuse / violence (DA / DV).
- Exploitation e.g., financial, sexual, forced marriage, trafficking.
- Female genital mutilation (FGM).
- Grooming behaviour.
- Physical and emotional abuse or neglect.
- Radicalisation and/or extremist behaviour.
- Sexual abuse or inappropriate relationships.
- Substance misuse.
- Abuse of Authority.
- Any form of sexual harassment or abuse.

These behaviours are unacceptable and there is a zero-tolerance approach to these behaviours.

Surrey Police and Sussex Police have extended the above to include cases of significant risk to individuals relating to Mental Health, within this definition.

This is not an exhaustive list, and advice should be sought from the Designated Safeguarding Lead if the observer has any concerns with any type of behaviour that is making life difficult for the learner.

2. Levels of responsibility and Governance

2.1 Safeguarding is a key responsibility of the Learning and Professional Development Governance Board. A senior Learning and Professional Development manager is designated to oversee safeguarding issues on behalf of the Learning and Development Governance Board.

2.2 All individuals have a duty to act to ensure that the welfare of those within the learning environment is protected. Where it is known or suspected that an individual is experiencing safeguarding issues, this should be immediately reported to the Designated Safeguarding Lead or Deputy in their absence. The identity of this person and circumstances of the referral will only be shared with relevant Learning and Professional Development (L&PD) staff, officers, and volunteers with the permission of the individual.

2.3 The safeguarding duties covered in the "[Care and support statutory guidance](#)" issued under the [Care Act 2014](#) apply to an adult who

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- As a result of those care and support needs, is unable to protect themselves from either the risk of or the experience of abuse or neglect.

3. Awareness for individuals within the learning environment

3.1 All individuals within the learning environment have a personal and professional responsibility to ensure they understand safeguarding requirements and the processes to follow if they become aware of a safeguarding issue.

3.2 This policy will be regularly reviewed and discussed with relevant stakeholders at local and Force level as appropriate, in order to ensure it is implemented effectively and remains current.

4. Confidentiality

4.1 Individuals will be treated sensitively and with dignity should a safeguarding incident / concern occur, or an allegation of abuse be made. Surrey Police and Sussex Police will treat such matters confidentially, notifying relevant partners / stakeholders as appropriate under the direct guidance of the designated safeguarding lead.

4.2 Whilst respecting individual confidentiality and [UK General Data Protection Regulations \(UK GDPR\)](#) and [Data Protection Act 2018 \(DPA 2018\)](#). Surrey Police and Sussex Police must act and cannot guarantee confidentiality in all circumstances. Any stakeholders / external agencies contacted will be done so believing it is in the best interests of the individual involved and for safeguarding purposes.

5. Reacting to safeguarding incidents or concerns

5.1 Individuals within the learning environment should operate in line with the following process should an incident, concern or disclosure regarding safeguarding occur.

Recognition:

- All individuals within the learning environment should understand that safeguarding concerns could be raised in a number of ways, such as direct disclosure or through general observations / concerns.

Response:

- If a direct disclosure is made remain calm, listen and clarify, if necessary, any details.
- Highlight the need to record and inform the Designated Safeguarding Lead, for the individual's benefit and to protect and support.
- Reassure and support, however, be careful not to make unrealistic promises (especially around confidentiality – concerns / disclosures need to be raised formally).
- Advise upon internal support mechanisms e.g. Health Assured - Employee and Volunteer Assistance Programme (EVAP) or further details can be found on the Wellbeing hub), Occupational Health, Line Management and Staff Associations.
- Give consideration to appointing a Welfare Support Officer to provide support, advice and reassurance during any subsequent processes.

Reporting:

- Disclosures / concerns should be reported promptly to the Designated Safeguarding Lead (or Deputy in their absence) via the following email addresses: (redacted text)

Using the Safeguarding Incident Report template.

- Do not disclose any information with other parties.

Recording:

- The Designated Safeguarding Lead (or Deputy in their absence) will record precisely any concerns or direct disclosures on a securely stored safeguarding register, using accurate language and any relevant factual observations.

Record keeping:

- All records regarding an individual's welfare will be confidentially recorded in a suitable place, i.e. a secure folder for the individual and the safeguarding register with access restricted to the Designated Safeguarding Lead (or the Deputy in their absence) and in line with Police Information and Records Management (2023). All information will be stored in line with UK GDPR and the DPA 2018.

Referral:

- Only the Designated Safeguarding Lead (or Deputy in their absence) should monitor the steps that follow a disclosure, allegation, or concern into a learner, to ensure that correct policies and procedures are followed to protect the individual. Such steps could include, but not exclusively, signposting to support networks, referrals to relevant stakeholders / partners, working with line managers. Actions of others could be construed as unjustified interference which could jeopardise any investigation and any possible court case.

6. Safeguarding Code of Conduct

6.1 Surrey Police learners, staff, officers, volunteers, and partners are expected to comply with the Code of Ethics, which outlines standards of professional and ethical

behaviour. In addition to the Code of Ethics and standards of professional and ethical behaviour, Sussex Police learners, staff, officers, volunteers, and partners are expected to comply with the Police Staff Council Standards of Professional Behaviour (PSCP) as set out within the Police Staff Council Handbook.

6.2 In addition, those connected to the learning environment will support the safeguarding principles set out within this policy by following the safeguarding code of conduct:

- All individuals within the learning environment should be vigilant for any possible signs of abuse or concerns about others' general well-being.
- Ignoring concerns is not an option and will not be tolerated. Any concern or disclosure must be reported.
- Raise awareness of safeguarding and equip those in the learning environment with the knowledge and skills needed to keep them safe.
- Individuals must follow the procedures for identifying, reporting, and dealing with concerns or disclosures.
- The Designated Safeguarding Lead will develop effective links with relevant agencies and co-operate as required on any safeguarding matters.
- The Designated Safeguarding Lead will share (where appropriate) information internally and externally about vulnerable individuals.
- Meetings in the learning environment should take place as openly as possible.
- Individuals within the learning environment should not have any unnecessary physical contact. There may be occasions when physical contact is unavoidable, desirable, or necessary, such as providing comfort, reassurance or for physical support.
- Staff, officers, volunteers should not meet with learners outside of organised meeting or activities.

6.3 Individuals within the learning environment should never:

- Allow the use of inappropriate language without challenge.
- Let any allegations go without being appropriately addressed and recorded.
- Deter individuals from making allegations through fear of not being believed.
- Jump to conclusions without checking facts.
- Discriminate favourably or unfavourably to any one learner / individual.
- Develop personal and/or sexual relationships.

7. Duty with regards to PREVENT

7.1 Understanding the national PREVENT strategy is an essential part of safeguarding. All individuals within the learning environment have a duty to demonstrate and help develop values, which underpin an awareness of social and moral responsibility in modern Britain.

7.2 Complying with the PREVENT duty includes promoting and exemplifying British values such as tolerance and respect. This includes complying with the Equality Act 2010 and not discriminating against anyone within the learning environment.

7.3 Learners, staff, officers, volunteers, and partners must undertake the mandatory training on PREVENT as directed by the Learning and Development Service Delivery Lead.

7.4 Identification of concerns, which might include:

- Expression of views which are against protected groups or individuals.
- Third party reports of concerns about behaviour, such as plans to travel abroad or extremist activities.
- Evidence of discriminatory treatment of other groups or individuals.
- Evidence of bullying behaviour or harassment.
- Evidence of non-compliance with the Code of Ethics and Standards of Professional Behaviour.
- Possessing and/or accessing extremist materials.
- Evidence of family concern about vulnerability to extremism.
- Expression of extremist views including on social media.
- Use of extremist language.
- Threats of violence.

Police staff and officers with responsibility for training / teaching will have significant direct contact with others in the learning environment. As such, you may witness activity and behaviour or receive information which other police staff and officers are not privy to. Professional judgement must be used to decide to refer concerns to the Designated Safeguarding Lead.

8. Supporting Documents

8.1 PCSOA Programme Handbook v6.1

9. Employment Data

9.1 Surrey Police and Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the Force's data protection obligations. Further details can be located on intranet by searching for 'Privacy Notice'.

Team: People Services Department. Learning and Professional Development.