		
ISSUED BY: AO Director Caroline Walton	Awarding Organisation Policies and Procedures	**ISSUE DATE:** September 2026 **REVIEW DATE:** September 2027
	Safeguarding Policy	**ISSUE:** V7

Scope and Purpose

This Policy is for the attention of employers, training providers and apprentices using Explosive Learning Solutions (ELS) Apprenticeship Assessment services.
ELS is committed to ensuring that appropriate Safeguarding measures are implemented into the apprenticeship assessment services we deliver. Setting out ELS procedures and responsibilities, this policy details the ELS approach to Safeguarding.

Aims

The aim of this policy is to outline the processes and protective measures that are in place to ensure the safe conduct of Apprenticeship Assessment for Apprentices. ELS' priority is that apprentices feel safe, and that they are supported and fairly treated throughout their learning journey. ELS is inclusive of the 9 protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Safeguarding

Safeguarding refers to the process of protecting individuals from potential risks of harm, discrimination, exclusion or mistreatment. The ELS Safeguarding Policy considers the following behaviours as unacceptable and practises a zero-tolerance approach.

- Sexual abuse or inappropriate relationships
- Physical and emotional abuse or neglect
- Exploitation
- Grooming

- Crime
- Bullying including cyber bullying
- Victimisation (race, sexuality, gender, disability etc.)
- Unsafe activities and environments

ELS recognises its responsibility in ensuring that our assessment services are delivered safely and fairly for all learners.
ELS promotes the welfare of apprentices and expects all staff, customers and third parties to comply with the following principles:

- As an AO, ELS has a duty of care to all apprentices undertaking their apprenticeship assessment with us.
- Acting within the best interest(s) of the apprentice is always ELS's priority.
- Prompt action will be taken should ELS be made aware of any occurrences of the behaviours detailed above, or potential incidents taking place.
- ELS remains focused on acting swiftly, honestly and transparently with regards to any actions taken or decisions made throughout the apprenticeship assessment process.

ELS completes safe recruitment processes and ensures that all required checks are completed in line with the Disclosure and Barring Service requirements (DBS).

Responsibility

ELS have a responsibility to ensure that children, young people and adults at risk are protected and understand how to seek help. We ensure that all concerns are dealt with in a timely and appropriate way. All staff are trained to understand what constitutes a safeguarding or welfare concern and how to escalate a concern.

Procedure

To report an incident or potential incident of maltreatment, please write a statement detailing the following:

1. The individual or group believed to be treated unfairly
2. Details of others who may have been involved
3. When the incident occurred
4. Where the incident occurred
5. Contact details for ELS to respond to/get in touch
6. Any other detail(s) that might be deemed relevant to the incident

Contact information

Email: assessments@explosivelearningsolutions.com
Telephone: 01235 861805 ext 3
Address: 4 The Terraces, Library Avenue, Harwell Science and Innovation Campus, Didcot, Oxfordshire, OX11 0SG

ELS Safeguarding Leads

Caroline Walton: cwalton@explosivelearningsolutions.com
Role: AO Director and the Responsible Officer to Ofqual

Gary Conduct: gconduct@explosivelearningsolutions.com
Role: Quality Assurance Manager

Review and Version Control

ELS is committed to ensuring all policy documentation is subject to document control and reviewed annually.

RELATED DOCUMENTS: -	**APPROVED BY: -**
AO Appeals Policy	Caroline Walton, AO Director