



Safeguarding Policy

National Talent Academy Limited

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			Safeguarding Procedures and Risk policies; updated to reflect TQUK endorsement, online delivery model and current organisational structure
2.1	September 2026	National Talent Academy	Added a document control block recording the document owner, status, date published, next scheduled review and contact. Set the review frequency to annual. Corrected the description of certification: TQUK issues the certificate for the full Level 3 Award and NTA issues certificates for individual units, including the mandatory unit. Changed programme duration from GLH to hours TQT, in line with the agreed terminology standard, and removed the separate mandatory-unit hours figure pending confirmation.
2.2	September 2026	National Talent Academy	Updated the name of the Equity, Diversity and Inclusion Policy in the list of related policies, following its renaming. No other change.

For use in National Talent Academy policy development

Table of Contents

1. Introduction.....	5
1.1 About National Talent Academy.....	5
1.2 Purpose of This Policy.....	5
1.3 Scope.....	5
1.4 Legal Framework.....	6
1.5 Review and Availability.....	6
2. What Is Safeguarding?.....	6
2.1 Categories of Child Abuse.....	6
2.2 Categories of Adult Abuse.....	7
3. Roles and Responsibilities.....	8
3.1 Director / Senior Leadership.....	8
3.2 Designated Safeguarding Lead (DSL).....	8
3.3 NTA Tutors and Staff.....	8
3.4 Delivery Partners.....	8
3.5 Quality Team.....	9
3.6 IT and Platform Safety.....	9
4. Safeguarding in the NTA Programme.....	9
4.1 Delivery Requirements.....	9
5. Safeguarding Procedures.....	10
5.1 Red Flag System.....	10
5.2 If a Learner Discloses a Concern.....	10
5.3 Delivery Partner Procedures.....	11
5.4 NTA's Response.....	11
6. Safer Recruitment.....	11
7. Safeguarding Training.....	12
8. Risk Assessment.....	12
8.1 Identification and Evaluation of Risks.....	12
8.2 Risk Management Model.....	12
8.3 Public Liability.....	13
9. Online Safety.....	13
10. Prevent Duty.....	13
11. Related Policies.....	14
12. Contact Information.....	14
Appendix A: Safeguarding Concern Report Form.....	15

Section 1: Reporter Details.....	15
Section 2: Learner Details.....	15
Section 3: Details of Concern.....	15
Section 4: Action Taken.....	16
Section 5: Declaration.....	16

1. Introduction

1.1 About National Talent Academy

National Talent Academy (NTA) is an educational technology company providing online qualifications in essential work skills for 16–19 year olds and adult learners in Further Education colleges, schools and training providers across the UK.

NTA was founded in 2020 by Cambridge graduate David Jaffa, who previously founded SAM Learning (online GCSE/KS3 revision used in hundreds of UK schools) and Penda Learning (online science/maths for US schools, sold 2019). David received the 2021 BETT Outstanding Achievement Award for his lifetime achievements in EdTech.

1.2 Purpose of This Policy

National Talent Academy takes the safety of all learners very seriously. This policy aims to ensure that all learners, staff, delivery partners and stakeholders are safe from harm, abuse, harassment and bullying. NTA's aim is to provide a safe, meaningful and supportive learning environment that promotes safety and wellbeing throughout, ensuring that at no time will a young person be bullied, oppressed or exploited.

The personal safety and wellbeing of every learner using the NTA platform is paramount. NTA takes online safety seriously and is committed to ensuring that learners use NTA's services in a safe educational environment.

NTA's internal recruitment processes, safeguarding policies, procedures and training have been developed by qualified and DBS-checked people with experience in safeguarding. The NTA delivery platform has been designed with built-in features to ensure that learning takes place in a safe educational environment.

1.3 Scope

This policy applies to the NTA Level 3 Award in Essential Work Skills, which is an unregulated qualification endorsed by Training Qualifications UK (TQUK) as a Certified Learning Course (CLC), delivered fully online via the NTA platform as a self-paced learning programme. This policy covers all aspects of the learner's journey from enrolment to achievement. TQUK issues the certificate for the full Level 3 Award; NTA issues certificates for individual units, including the mandatory unit.

This policy applies to all NTA staff, tutors, assessors, delivery partners (including FE colleges, schools, sixth forms and training providers) and all learners, particularly those aged 16–19 who represent a key target group for NTA programmes.

1.4 Legal Framework

This policy is a legal requirement and must be read and understood by all staff. All staff who come into contact with learners in their role have a duty of care and a role to play in safeguarding and promoting the welfare of learners. This policy is based on the law and statutory guidance applicable in England, including:

- Children Act 1989.
- The Children Act 2004.
- Children and Social Work Act 2017.
- The Mental Capacity Act 2005.
- Working Together to Safeguard Children.
- Keeping Children Safe in Education (KCSIE).
- Prevent Duty Guidance.
- Relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.

1.5 Review and Availability

NTA will review this policy annually and may revise it in response to changes in legislation, changes in practice, actions from external agencies, and/or in response to feedback. Copies are available on request at hello@nationaltalent.org or via www.nationaltalent.org.

2. What Is Safeguarding?

Safeguarding is the term used to ensure that children (those under 18) and vulnerable adults are protected from harm and abuse. All staff have a personal responsibility for safeguarding the welfare and wellbeing of all children and vulnerable adult learners by protecting them from abuse.

2.1 Categories of Child Abuse

The four recognised categories of child abuse are:

Category	Description
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Physical Abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

2.2 Categories of Adult Abuse

The ten recognised categories of adult abuse are:

Category	Description
Physical Abuse	
Psychological / Emotional Abuse	
Financial Abuse	
Sexual Abuse	
Modern Slavery	
Domestic Abuse	
Organisational Abuse	
Self-Neglect	
Discriminatory Abuse	
Acts of Omission	

These categories may encompass further areas of concern. This policy provides guidance which must be followed.

3. Roles and Responsibilities

Whilst all staff have a responsibility for safeguarding, the following sets out specific responsibilities:

3.1 Director / Senior Leadership

The Director (David Jaffa, Founder) has overall responsibility for safeguarding within NTA. Leadership and governance oversee all aspects of safeguarding, including ensuring adequate resources, reviewing the policy and liaising with external agencies as required.

3.2 Designated Safeguarding Lead (DSL)

A fully trained and experienced staff member acts as the Designated Safeguarding Lead to support staff, delivery partners and learners in managing concerns and referrals to external agencies, reporting and also responsible for filtering and monitoring. DSL training must be completed as a minimum every 3 years.

3.3 NTA Tutors and Staff

NTA tutors and staff must:

- Ensure the online learning environment is safe and that ground rules are set and clear.
- Monitor learners and report any safeguarding concerns.
- Ensure safeguarding and Prevent are embedded into delivery where appropriate.
- Complete mandatory safeguarding training and attend updates as required.
- Maintain professional boundaries – it is not permitted for any staff member to socialise with learners or establish relationships on personal social media sites.
- Undergo a Disclosure and Barring Service (DBS) check, renewed every 5 years.

3.4 Delivery Partners

Delivery partners (FE colleges, schools, sixth forms and training providers) have primary responsibility for the welfare and safety of learners at their premises.

Delivery partners must:

- Ensure a responsible adult is present or available when learners are accessing NTA programmes.

- Ensure learners are informed about what to do if they have a safeguarding concern.
- Notify NTA of any potential safeguarding incidents involving NTA programmes.
- Where appropriate, inform the parent/guardian of the learner and the delivery partner's designated safeguarding lead.
- Cooperate with NTA in investigating any safeguarding concerns.

3.5 Quality Team

The quality team must ensure staff receive appropriate training and guidance, that learners receive appropriate and meaningful training regarding safeguarding and Prevent and report concerns if observed directly.

3.6 IT and Platform Safety

NTA ensures that appropriate web filtering systems safeguard learners against online threats and harmful materials. The NTA platform is monitored to ensure user activity is without risk or threat.

4. Safeguarding in the NTA Programme

NTA's programmes are delivered fully online via the NTA platform as self-paced learning. The mandatory unit 'Thinking for Yourself: Building Your Future', presented by Dr Helen Lawal, covers safeguarding-related topics as core content, including:

- Online safety.
- Mental wellbeing.
- Consent.
- Prevent duty and radicalisation awareness.
- Fundamental British Values.

All learners must complete this mandatory unit as part of the programme induction. The mandatory unit ensures that safeguarding and Prevent education is embedded within the NTA programme for every learner.

4.1 Delivery Requirements

Delivery partners must ensure that:

- All learners have a meaningful induction which covers safeguarding, Prevent and British Values.
- Learner safety and wellbeing is monitored throughout the programme.

- Following completion of online learning resources, opportunities are taken to develop and deepen understanding.
- Any safeguarding concerns identified during the learning process are reported promptly.

5. Safeguarding Procedures

The aim of these procedures is to ensure a prompt and sufficient response to any potential incident and to minimise any potential further harm to a learner or other person(s). The recommended procedure will depend upon the nature and seriousness of the incident.

These procedures are not exhaustive; if a potential incident occurs that is not covered, contact NTA or your own designated safeguarding lead as appropriate.

5.1 Red Flag System

NTA operates a 'Red Flag' system whereby an NTA tutor or staff member notifies NTA that a session or interaction requires review and sign-off. Reasons for raising a Red Flag include:

- Suspecting a potential safeguarding incident.
- Having issues or concerns about learner behaviour (e.g. upset, uncooperative, distressed).
- Any other concern requiring review.

Red Flag incidents and any reports by delivery partners of potential safeguarding incidents are reviewed and documented by NTA. All potential incidents will be reviewed as soon as possible to ensure a timely resolution.

5.2 If a Learner Discloses a Concern

If a learner discloses, during a session or via the platform, information that leads an NTA tutor or staff member to reasonably believe that the learner may be at risk, the tutor or staff member must:

- Record everything said.
- Red Flag the incident immediately for action by the NTA safeguarding team.
- Follow the guidelines given during safeguarding training.
- Not be judgemental, display shock or emotion or ask further or leading questions.

- Not share information about the learner's personal circumstances unless it is necessary for safeguarding purposes.

5.3 Delivery Partner Procedures

If a delivery partner is notified of a potential safeguarding incident involving an NTA tutor or programme which has not already been notified to them by NTA, they should notify NTA so that the matter can be investigated and the appropriate action agreed.

The delivery partner should, where appropriate:

- Inform the parent/guardian of the learner (where the learner is under 18).
- Inform the delivery partner's designated safeguarding lead.
- Cooperate with NTA in investigating the incident.

5.4 NTA's Response

Red Flag incidents and reports from delivery partners are reviewed and documented by NTA's safeguarding team, who may engage independent consultants to ensure the appropriateness of the course of action. The senior management team will make a decision as to the appropriate action to be taken. Red Flag incidents will be communicated, if appropriate, to the delivery partner. The delivery partner will, if appropriate, be informed of the action taken by NTA.

6. Safer Recruitment

NTA is committed to safer recruitment practices. The recruitment process includes:

- Curriculum vitae and job history check.
- Online search via public information upon shortlisting.
- Verification of the person's right to work in the UK.
- Interview with a panel of two or more personnel.
- Disclosure and Barring Service (DBS) checks, management of checks and outcomes.
- Reference checks.

New staff who are awaiting DBS clearance are not permitted to attend learner visits or be left alone with a learner (online or in person); they must be accompanied by a staff member with full, in-date DBS clearance. Existing staff must undertake a new DBS check every 5 years. Failure to do so may lead to disciplinary action.

7. Safeguarding Training

All new NTA staff must complete safeguarding and Prevent training during their induction period. Safeguarding is mandatory in all staff inductions.

Following initial training, all staff involved with learners must complete a safeguarding refresher course at least every 3 years. Designated Safeguarding Lead training must also be completed as a minimum every 3 years.

Prevent refresher training is scheduled on an annual basis. All training must be recorded on the staff CPD log. All staff receive annual safeguarding training updates.

Records relating to safeguarding referrals are held centrally on a secure drive. Information is confidential and stored in accordance with GDPR requirements.

8. Risk Assessment

NTA is committed to ensuring the safety and wellbeing of all individuals involved in its programmes. NTA's approach to risk assessment includes:

8.1 Identification and Evaluation of Risks

- NTA will regularly identify potential hazards in its online learning environment, materials and activities.
- NTA will assess the likelihood and severity of risks posed by identified hazards.
- Appropriate control measures will be implemented to mitigate identified risks, ensuring a safe learning environment for all learners.
- Risk assessments take into account specific risks to young learners (16–19 year olds) and vulnerable learners.

8.2 Risk Management Model

The following model is used to determine the level of management required for identified risks:

Impact \ Probability	Low	Medium	High
Severe / Critical	Monitor and manage risk	Substantial management	Extensive management crucial

		required	
Moderate	May accept but monitor risk	Monitor and manage risk	Substantial management required
Limited / Minor	Accept risk	Accept but monitor risk	Monitor and manage risk

All identified risks are documented in the Risk Register, which includes steps that are or may be taken to reduce, correct and mitigate risks. The Risk Register is maintained by the Director. High-level risks are monitored at every management team meeting.

Actions agreed by the management team are recorded in minutes of meetings and assigned to a responsible person. Actions are reviewed at each meeting to ensure closure or to monitor progress.

8.3 Public Liability

NTA maintains comprehensive public liability insurance to protect against potential claims arising from its activities. Records of insurance coverage and relevant documentation are available upon request.

9. Online Safety

As NTA's programmes are delivered fully online, online safety is a core concern. NTA ensures that:

- The NTA platform is designed with built-in safety features.
- Appropriate web filtering and monitoring systems are in place.
- Online safety is covered as a core topic within the mandatory unit of the NTA programme.
- Learners are educated on how to stay safe online as part of their programme content.
- All staff are trained in recognising and responding to online safeguarding concerns.

For detailed guidance on NTA's approach to online safety in the learning environment, please also refer to NTA's Health and Safety Policy.

10. Prevent Duty

NTA is committed to fulfilling its Prevent duty responsibilities. The Prevent duty requires organisations to have due regard to the need to prevent people from being drawn into terrorism. NTA addresses Prevent through:

- Mandatory Prevent training for all staff during induction.
- Annual Prevent refresher training for all staff.
- Embedding Prevent awareness within the NTA programme through the mandatory unit, which covers Prevent duty and Fundamental British Values as core topics.
- Procedures for reporting and referring any concerns about radicalisation.

11. Related Policies

This policy should be read in conjunction with the following NTA policies:

- Equity, Diversity and Inclusion Policy.
- Health and Safety Policy.
- Malpractice and Maladministration Policy.
- Reasonable Adjustments and Special Considerations Policy.
- Complaints Policy.
- Enquiries and Appeals Policy.

12. Contact Information

If you have any queries about the contents of this policy, or wish to report a safeguarding concern, please contact National Talent Academy immediately:

Email: hello@nationaltalent.org

Website: www.nationaltalent.org

Address: 3rd Floor, 1 Ashley Road, Altrincham, Cheshire, WA14 2DT

Appendix A: Safeguarding Concern Report Form

Please complete this form and submit it to hello@nationaltalent.org as soon as possible.

Section 1: Reporter Details

Your name:

Your role:

Your organisation / delivery partner:

Contact email:

Contact telephone:

Section 2: Learner Details

Learner name:

Learner date of birth / age:

Learner ULN (if known):

Delivery partner / centre name:

Section 3: Details of Concern

Date and time of incident / concern:

Please describe the concern in full, including what was said, observed or disclosed. Record the learner's words as closely as possible:

Section 4: Action Taken

What action have you taken so far?

**Have you informed the delivery partner's designated safeguarding lead?
Yes / No**

Have you informed the learner's parent/guardian (if under 18)? Yes / No

Section 5: Declaration

I confirm that the information provided in this form is accurate to the best of my knowledge. I understand that this information will be treated confidentially and shared only with those who need to know in order to safeguard the learner.

Signature:

Date:

Please return this form to: hello@nationaltalent.org