ROMAN

Safeguarding, Child Protection, Adults at Risk and Prevent Policy

Public website and learner-facing policy

Document reference	RTJ-LEGAL-006
Organisation	Roman Training & Jobs is a trading name of Roman Education & Careers Ltd (Company No. 15920257)
Effective / last updated	13 September 2026
Website	https://romantrainingandjobs.co.uk/

1. Safeguarding commitment

Roman Education & Careers Ltd trading as Roman Training & Jobs is committed to providing learning and related services in which children, young people and adults at risk are protected from abuse, neglect, exploitation, harassment, radicalisation and other avoidable harm. Safeguarding takes priority over attendance targets, course completion, funding, reputation or commercial considerations.

2. Scope

This public policy applies to Roman's website and contact routes; enquiries, applications, eligibility checks where relevant, enrolment and learning; face-to-face, remote, blended, community, workplace and employer-related delivery; venues; staff, tutors, contractors and volunteers; and employment or interview pathways connected with Roman provision.

It applies to concerns about children (anyone under 18), adults at risk and other learners whose circumstances create a welfare or safeguarding concern. Roman's internal safeguarding procedure contains the detailed staff workflow and record controls.

3. Safeguarding leads and reporting

Designated Safeguarding Lead (DSL) and Prevent Lead: Giedre Beige.

Deputy Designated Safeguarding Lead: Lisa Lawrence.

Safeguarding email: safeguarding@romantrainingandjobs.co.uk.

If someone is in immediate danger or a crime is happening, call 999. Do not wait for Roman's ordinary complaints process.

4. Commissioned, funded and partner delivery

Where Roman delivers services under a contract, grant, framework, funding arrangement, referral route, partnership or subcontract, Roman will operate safeguarding arrangements that are compatible with the applicable commissioner, funder, contracting authority, partner and local safeguarding requirements. Roman will cooperate with relevant local authorities, safeguarding partners, Prevent or Channel

arrangements, police, regulators and other authorised bodies where a lawful and necessary referral, information request, audit or assurance activity applies.

5. Legal and guidance framework

- Children Act 1989 and Children Act 2004, as amended;
- Working Together to Safeguard Children 2026;
- Care Act 2014 and the Care and Support Statutory Guidance on adult safeguarding;
- Counter-Terrorism and Security Act 2015 and the Prevent Duty Guidance 2023 where applicable;
- Equality Act 2010, Human Rights Act 1998 and relevant information-sharing/data-protection law; and
- Keeping Children Safe in Education where it is legally applicable to a setting or used by Roman as relevant good-practice reference.

Roman is a private training organisation and does not assume in this public policy that every part of its business is itself a “specified authority” under the statutory Prevent duty. Where Roman is delivering commissioned education, it applies Prevent controls required by the relevant contract, commissioner and safeguarding framework and has regard to authoritative Prevent guidance as appropriate.

6. What safeguarding can include

- physical, sexual, emotional or psychological abuse;
- neglect, self-neglect or acts of omission;
- domestic abuse and coercive or controlling behaviour;
- financial or material abuse;
- discriminatory abuse, harassment and hate incidents;
- modern slavery, trafficking, criminal or sexual exploitation, county lines and forced labour;
- forced marriage, so-called honour-based abuse and female genital mutilation;
- online abuse, grooming, image-based abuse, cyberbullying and unsafe digital contact;
- organisational abuse or abuse by a person in a position of trust;
- radicalisation or susceptibility to terrorism-related harm; and
- any pattern of behaviour or circumstances that causes a reasonable concern for a person’s safety or welfare.

7. Adults at risk

Adult safeguarding under the Care Act framework concerns an adult who has needs for care and support, is experiencing or at risk of abuse or neglect, and because of those needs is unable to protect themselves from the risk or experience of abuse or neglect. Roman also responds proportionately to serious welfare concerns affecting adults who may not meet that statutory definition.

8. How Roman responds to a concern

1. Listen and take the concern seriously. Do not promise absolute confidentiality.
2. Act immediately if urgent medical, police or emergency protection is needed.
3. Record facts accurately, including what was seen, heard or disclosed, without conducting an amateur investigation.
4. Pass the concern promptly to the DSL/Deputy DSL or another authorised safeguarding route if the DSL is implicated or unavailable.
5. The safeguarding lead assesses risk, immediate protection, consent where relevant, information sharing and referral to children’s social care, adult safeguarding, police, Prevent/Channel or another appropriate authority.
6. Roman records the decision, rationale, actions and follow-up and limits access to people who need the information.

9. Prevent and radicalisation concerns

Prevent is safeguarding. Roman does not treat lawful political, religious or controversial views as evidence of extremism by themselves. Staff should focus on behaviour, context, vulnerability/susceptibility and credible indicators of harm rather than stereotypes or protected characteristics. Concerns are referred through safeguarding routes and, where appropriate, to the relevant Prevent/Channel process. Emergency terrorism-related threats are referred to police.

10. Online safety and the website

- Roman will provide clear routes to report safeguarding concerns arising from online contact connected with its services.
- Staff must use approved professional communication channels and maintain appropriate boundaries.
- Learners must not use Roman learning spaces to harass, groom, threaten, exploit, radicalise or share unlawful or abusive material.
- Roman may preserve and disclose relevant evidence where necessary and lawful for safeguarding or law-enforcement purposes.
- Roman will minimise unnecessary collection and public exposure of learner personal information.

11. Staff conduct, safer recruitment and allegations

Roman applies role-appropriate safer recruitment, identity/right-to-work checks, references and Disclosure and Barring Service checks where the role and law require them. Staff and tutors must maintain professional boundaries and report low-level concerns, allegations and safeguarding concerns promptly. An allegation involving a child and a person who works with children will be referred to the appropriate local authority designated officer (LADO) route where the criteria are met. Adult position-of-trust concerns will be handled through the relevant adult safeguarding and employment/contract routes.

12. Confidentiality and information sharing

Safeguarding information is confidential but not secret. Roman shares only information that is relevant, necessary and proportionate, unless a wider disclosure is required by law. Consent will be considered, but lack of consent does not prevent sharing where there is a lawful basis and a safeguarding need, including serious risk to the person or others. Records are held securely with restricted access.

13. Learner behaviour and protective action

Roman may take immediate proportionate protective action where a learner's behaviour creates a safeguarding or serious safety risk. Action may include supervision changes, a venue or timetable change, removal from a session, suspension pending review, referral or ending participation. Any decision will consider disability, communication needs, trauma, discrimination risks and reasonable adjustments, but safeguarding cannot be overridden by a need to preserve attendance or funding.

14. Raising a concern or complaint

Anyone may raise a safeguarding concern directly at safeguarding@romantrainingandjobs.co.uk. A learner does not need proof before reporting a genuine concern. If the concern is about the DSL, report it through Roman's senior management/compliance route or directly to the appropriate statutory authority. Safeguarding matters are not delayed while a normal complaint is processed.

15. Review

Roman reviews this policy at least annually and earlier following a serious incident, safeguarding learning review, material contractual, funding or partner requirement, legal or guidance change, or significant change in delivery model.

Contact and legal identity

Roman Training & Jobs is a trading name of Roman Education & Careers Ltd, a private limited company registered in England and Wales under company number 15920257.

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Safeguarding concerns: safeguarding@romantrainingandjobs.co.uk

General compliance enquiries: compliance@romantrainingandjobs.co.uk