

Safeguarding Policy

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Document Control		
Document Number:	AIQ-041	Effective from: 17-08-2026
Linked Regulatory Requirements:	Children Act 1989, Children Act 2004, Care Act 2014, Equality Act 2010, Data Protection Act 2018, UK GDPR, Working Together to Safeguard Children 2026, Keeping Children Safe in Education 2026,	
Version Number and Date:	v1.0, 17-08-2026	Review date: 17-08-2026
Date of Next Review:	02-11-2026	Classification Level: Public/General

Approval Level: High impact

Approved by: ARA AO

Date version approved: 20-08-2026

Version Number	Date	Changes
v1.0	17/08/26	Interim policy pending full Active IQ and NCFE integration. Supersedes the Active IQ Safeguarding Policy (2022).

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1. Introduction

Active IQ is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We recognise that safeguarding is everyone's responsibility and that effective safeguarding requires organisations to work together to identify, report and respond appropriately to concerns

Safeguarding concerns

If you have a safeguarding concern relating to an Active IQ learner, centre or other Active IQ activity, you should report the concern as soon as possible.

If someone is at immediate risk of harm, contact the police on 999 or the appropriate statutory safeguarding service.

Centres must continue to follow their own safeguarding policies and procedures and should report concerns to their own Designated Safeguarding Lead or appropriate safeguarding contact in accordance with their arrangements.

1.1 Purpose

The purpose of this policy is to set out Active IQ's commitment to safeguarding and promoting the welfare of children, young people and adults at risk. It provides centres, partners, learners and other stakeholders with information about Active IQ's safeguarding arrangements, including the recognition, reporting and management of safeguarding concerns, and outlines the respective safeguarding responsibilities of Active IQ and its centres.

This is an interim external policy that applies during the integration of Active IQ with NCFE. During this period, Active IQ employees will follow the NCFE Safeguarding Children and Adults at Risk Policy and Procedure and associated safeguarding processes.

2. Scope

This policy applies to Active IQ's external stakeholders, including:

- approved centres
- centre staff and representatives
- learners
- apprentices and other individuals undertaking Active IQ qualifications or programmes, where applicable
- partners and other organisations working with Active IQ

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- other individuals who engage with Active IQ services

3. Our safeguarding commitment

Active IQ is committed to:

- promoting a culture where safeguarding is everyone's responsibility
- protecting children, young people and adults at risk from abuse, neglect, exploitation and harm
- taking safeguarding concerns seriously
- responding promptly and appropriately to concerns
- working with centres, partners and relevant statutory agencies where required
- promoting safe and respectful learning environments
- maintaining safeguarding arrangements that reflect current legislation, and regulatory requirements

4. Responsibilities of centres

Active IQ expects its centres and partners to have appropriate safeguarding arrangements in place that are proportionate to their activities and responsibilities.

Centres are responsible for:

- maintaining their own appropriate safeguarding policies and procedures
- ensuring relevant staff understand their safeguarding responsibilities
- providing appropriate safeguarding training and awareness
- responding appropriately to safeguarding concerns
- making referrals to the appropriate agencies where required
- cooperating with Active IQ where a safeguarding concern relates to Active IQ qualifications, learners, assessments or other regulated activities

Where a centre has an immediate concern about someone's safety, it should contact the appropriate emergency or relevant safeguarding service without delay.

5. Raising a Safeguarding concern with Active IQ

Safeguarding concerns relating to an Active IQ learner, centre, partner or other Active IQ activity should be reported to the:

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Safeguarding contact:

Designated Safeguarding Lead

Email: safeguarding@ncfe.org.uk

Report concerns as soon as possible, providing enough information for Active IQ to understand the concern and take appropriate action.

If there is an immediate risk of harm, contact the appropriate emergency services or safeguarding agency first.

6. How Active IQ will respond to Safeguarding concerns

We will consider safeguarding concerns promptly and take appropriate action. Depending on the nature and seriousness of the concern, this may include:

- seeking further information
- contacting the relevant centre or organisation
- escalating the concern internally
- referring the concern to the appropriate statutory agency
- working with the police or other relevant authorities
- taking appropriate action in relation to Active IQ activities
- maintaining appropriate records of the concern and actions taken

We will not undertake investigations that should appropriately be conducted by statutory safeguarding agencies.

7. Safeguarding during integration

We are currently undergoing integration with NCFE. During this transitional period, Active IQ employees operate under the NCFE Safeguarding Children and Adults at Risk Policy and Procedure and associated safeguarding processes.

This external Active IQ policy provides centres and external stakeholders with a current, accessible statement of Active IQ's safeguarding expectations and arrangements during the transition.

Following completion of the integration, Active IQ approved centres will formally adopt NCFE Safeguarding Children and Adults at Risk Policy and Procedure subject to the appropriate governance and approval arrangements.

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8. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active website

9. Monitoring arrangements

This policy will be reviewed by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

10. Data retention

Safeguarding information will be handled sensitively and shared appropriately. Information may be shared with relevant individuals, organisations or statutory agencies where necessary to safeguard an individual or meet a legal or regulatory requirement.

Information will be handled in accordance with applicable data protection and retention legislation and Active IQ's information governance arrangements.

Confidentiality will not prevent information from being shared where there is a legitimate safeguarding reason to do so.

11. Contact us

If you have any queries about the contents of the policy, please contact our support team on:

E: csteam@activeiq.co.uk

T: +44(0)1480 467 950

T: +44(0)845 688 1278

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