

1. Introduction

At The Leisure Experts Qualifications (TLEQ), safeguarding is not just about protecting people from harm, it is about creating spaces where everyone feels safe, respected, and supported to thrive. Whether you are learning, leading, competing, participating or supporting, you deserve to feel confident and cared for. Safeguarding is a shared commitment that lives in our values, not just in our policies. When we look after one another, we build trust, courage, and truly life-changing experiences, together.

2. Purpose and Scope

This policy explains how TLEQ turns commitment into practice for everyone involved in our work, while also meeting our legal, moral, and professional responsibilities to safeguard children, young people, and vulnerable adults across all of our activities. It applies to everyone connected with TLEQ, including:

- Employees and contracted staff
- Tutors, Assessors, Internal Quality Assurers (IQAs)
- Volunteers and placement learners
- Learners, participants and athletes, and their families
- Partner organisations and visitors

It covers all delivery, in person, online, and at education hubs and partner venues, and supports compliance with the General Conditions of Recognition issued by the relevant regulatory body and awarding organisation (CCEA / iTEC / VTCT).

3. Policy Statement

TLEQ believes that safeguarding is proactive, not reactive. It is embedded in everything we do, from course design and delivery to recruitment, planning, and culture. We commit to meeting or exceeding safeguarding duties in every setting we operate.

Safeguarding means:

- Promoting the wellbeing of children, young people, and adults at risk
- Creating inclusive environments where people feel valued, respected, and safe



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- Building safeguarding into every aspect of organisational life, policies, planning, training, and practice
- Encouraging early reporting and open communication so concerns are acted upon quickly

4. Governance and Oversight

4.1 Safeguarding Governance Structure

Ultimate accountability for safeguarding at TLEQ rests with the Board of Directors, supported by the Designated Safeguarding Lead (DSL). The DSL provides an annual safeguarding report to the TLEQ Board, ensuring that safeguarding data and themes inform strategic decision making and continuous improvement. Where risk, incident trends, or regulatory requirements indicate, the DSL may also provide interim updates.

Safeguarding performance is formally reviewed each year as part of quality assurance.

4.2 Roles and Responsibilities

Role	Key Responsibilities
Directors	Ensure effective governance, allocate safeguarding resources, and approve policy updates
Designated Safeguarding Lead (DSL)	Lead and coordinate safeguarding, maintain secure records, and liaise with statutory agencies
Deputy DSL(s)	Support the DSL and act in their absence; assist with training and case management
Education Hub Managers / Tutors / Educators / Assessors / IQAs	Identify and report concerns immediately; follow safeguarding procedures; model safe and inclusive practice
Learners, Athletes, and Participants	Treat others with respect; speak up about any concern; contribute to a positive safeguarding culture



5. Legal and Regulatory Framework

TLEQ safeguarding approach is informed by the following legislation and guidance:

United Kingdom (including Northern Ireland and Scotland)

- Children Acts 1989 & 2004
- The Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- Data Protection Act 2018 & UK GDPR

Republic of Ireland

- Children First: National Guidance
- Data Protection Act 2018 (ROI) & GDPR
- National Vetting Bureau Acts 2012-2016
- Children and Family Relationships Act 2015
- Criminal Justice (Withholding of Information on Offences) Act 2012

6. Everyday Practice and Culture

Safeguarding is part of how TLEQ thinks, plans, recruits, and delivers. It is built into our daily practice and our organisational culture. Every member of the TLEQ community has a role to play. We all share responsibility for ensuring that learners, athletes, participants, staff, and visitors feel safe, included, and valued.

Everyday safeguarding practices include:

- **Vetting** – DBS / Access NI / NVB / PVG for all eligible roles (renewed every three years)
- **Training** – mandatory safeguarding and refresher training for all staff and contractors
- **Behaviour** – clear codes of conduct and behaviour expectations
- **Planning** – safeguarding integrated into event, course, online and in person planning



- **Communication** – open and accessible reporting routes promoted across all TLEQ activities
- **Accountability** – Education Hub Managers and DSLs ensuring safeguarding remains visible in meetings, audits, and reviews

We believe safeguarding is everyone's responsibility, and everyone can make a difference.

7. Procedures: Responding to Concerns and Disclosures

7.1 Creating a Culture of Confidence

TLEQ encourages early, open communication. Concerns, even those that seem small, matter. Reporting early helps to prevent harm and strengthens our culture of trust. Everyone has the right to speak up without fear, and nobody will be penalised for raising a genuine concern. All reports are handled professionally, confidentially, and with respect.

7.2 What to Do If You Are Worried

1. Listen – allow the person to speak freely; record their words accurately
2. Reassure – let them know you are here to help and believe them
3. Act – report immediately; you are not expected to handle it alone

Contact: safeguarding@tlequalifications.com

Emergency (UK & ROI): 999

NSPCC Helpline (UK): 0808 800 5000

Raising a concern is always the right thing to do. You will never be penalised for doing so.

7.3 When It Involves a Colleague

TLEQ takes positions of trust seriously. Any breach of professional boundaries will be addressed promptly and fairly. Whistleblowing is supported and protected. All concerns about staff conduct are referred to the DSL and investigated. Abuse of power or professional misconduct is never tolerated and TLEQ believes speaking up shows strength



and commitment to safeguarding, not disloyalty.

7.4 Confidentiality and Recording

Safeguarding records are factual, respectful, and securely stored. Information is only shared where necessary to protect someone from harm. TLEQ complies with UK GDPR, the Data Protection Act 2018 (UK), and Data Protection Act 2018 (ROI).

7.5 When a Disclosure Happens

TLEQ and its education hubs will always respond with empathy and care and take every concern seriously. It will be escalated to the DSL, and when required, to statutory agencies such as the Local Authority Designated Officer (LADO, UK), Tusla (ROI) or Gardaí (ROI). TLEQ will offer support to everyone involved, including the person who raised the concern. Safeguarding does not end at reporting – it is about supporting the whole picture.

8. Safer Recruitment

8.1 Commitment to Safer Recruitment

Every recruitment stage at TLEQ reflects our safeguarding values:

- Job adverts clearly state safeguarding as a core organisational value
- References and employment history are thoroughly checked
- Safeguarding questions are included in interviews
- All successful candidates complete safeguarding training before starting work

8.2 Record-Keeping and Audit

Vetting records (DBS England / Access NI / Vetting NVG / PVG Scotland) are maintained for all eligible staff. Safeguarding and vetting records are retained for a minimum of six years. Records are reviewed and audited annually by the DSL.

9. Training and Continuous Improvement

Safeguarding knowledge is never static. At TLEQ, we are committed to continuous professional learning:



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- All staff complete certified safeguarding training before commencing work
- Refresher training occurs at least every three years, or sooner if required
- Designated Safeguarding Leads undertake advanced and peer-reviewed training
- Safeguarding reflection forms part of team meetings, supervision, and QA reviews
- All TLEQ education hubs must ensure their staff complete safeguarding training aligned with TLEQ standards

Training records form part of the education hub and approval and monitoring process.

10. Data Protection, Confidentiality and Record Keeping

TLEQ safeguards information as carefully as it safeguards people.

Principle	TLEQ Commitment
Confidentiality	Records are restricted to authorised staff only
Accuracy	All safeguarding records are factual and objective
Retention	Records are retained securely for six years following case closure, or longer where required by law
Disposal	Records are destroyed securely and confidentially
Audit	Safeguarding data forms part of the annual governance review

11. Accessibility and Communication

TLEQ is committed to making all safeguarding information accessible. This policy can be provided in alternative formats and adapted for different communication needs or languages upon request. Accessibility is part of safeguarding; everyone has the right to understand how to access support and report concerns.

At TLEQ, Safeguarding Is Who We Are

Safeguarding is not a standalone document, it is part of our culture, our relationships, and our commitment to safe, inclusive, and empowering learning spaces. When people feel safe, they grow. When they grow, they thrive, in the pool, in the classroom, and in life. Together, we create a safer, stronger leisure and sporting community.



12. Record of Approval and Review

At TLEQ, regulatory assurance is more than compliance, it is our commitment to quality, fairness, and the lifelong trust placed in our qualifications.

Version	Date Approved	Approved By	Next Review Due	Owner
26.09.02	9 February 2026	TLEQ Board of Directors	1 February 2027	Designated Safeguarding Lead

13. Sign-Off

Approved by:

TLEQ Board of Directors Chair: Joni Harding (9 February 2026)

Responsible Officer: Paul Cain (9 February 2026)

Designated Safeguarding Lead: Mandy Mason (9 February 2026)

