



Safeguarding Learner Policy

Training Policies and Quality Assurance Documents

Document owner	Jamie Morgan MIET MIFSM	Role	Director / Lead Fire Safety Consultant
Applies to	Online and in-person fire safety training	Version	1.0
Approved date	17 May 2026	Next review	Annual
Contact	training@esifiresafety.co.uk	Website	www.esifiresafety.co.uk

Introduction

ESI: Fire Safety is committed to providing a safe, respectful and supportive learning environment for all learners attending our online and in-person fire safety courses. This includes adult learners, young people, vulnerable adults and any learners who may need additional support.

Most ESI courses are designed for adults in the workplace. Where young people or vulnerable adults attend, or where training is delivered in client premises that include vulnerable people, safeguarding arrangements will be considered as part of planning and delivery.

Scope

- Fire safety awareness training
- Fire warden / fire marshal training
- Practical fire extinguisher use
- Fire blanket awareness
- Online fire safety training and webinars
- Bespoke workplace fire safety courses delivered for clients

Statement of Intent

Our first priority is the safety, dignity and wellbeing of learners. We will act promptly where safeguarding concerns are disclosed, observed or suspected. Where there is immediate danger, emergency services must be contacted using 999.

Safeguarding Lead

The designated safeguarding contact for ESI: Fire Safety is Jamie Morgan MIET MIFSM. Safeguarding concerns should be reported to training@esifiresafety.co.uk or by telephone on 01276 300351.

Definitions

- Safeguarding means taking reasonable steps to protect learners from abuse, neglect, harm, bullying, harassment or exploitation during learning activities.
- A child or young person is anyone under the age of 18.



t: 01276 300 351
www.esifiresafety.co.uk

2 OSBORNE CLOSE FRIMLEY GREEN SURREY GU16 9YD

ESI: ELECTRICAL SAFETY INSPECTIONS & ESI: FIRE SAFETY IS A TRADING NAME OF MORGAN BROOKS LTD. COMPANY NO. 12042658.

- A vulnerable adult is a person aged 18 or over who may be unable to protect themselves from harm or exploitation because of disability, illness, age, circumstances or care/support needs.
- Abuse can include physical, emotional, sexual, discriminatory, financial, institutional abuse, neglect, bullying, harassment or inappropriate conduct.

Our Commitments

- Promote a learning culture based on respect, dignity and inclusion.
- Use suitable venues, online platforms and practical training arrangements.
- Risk assess practical extinguisher training and any live-fire or simulated-fire activities.
- Provide clear behaviour expectations for learners, trainers and client representatives.
- Make learners aware of how to raise a concern or complaint.
- Take reasonable steps to ensure trainers and associates are competent and suitable for the learners and environment involved.
- Keep safeguarding records confidential, secure and only share them where necessary to protect people or comply with the law.

Online Training

- Use appropriate online platforms and professional conduct at all times.
- Avoid one-to-one online sessions with young people unless suitable arrangements are agreed with the client/parent/guardian.
- Do not record sessions without informing learners and obtaining appropriate permission.
- Challenge inappropriate chat, language, images, behaviour or sharing of personal information.

Reporting a Concern


1. Listen calmly and do not promise absolute confidentiality.
2. Record the concern factually using the learner's own words where possible.
3. Report the concern to the safeguarding lead as soon as possible.
4. If there is immediate danger or a crime is in progress, call 999.
5. Write a report within 48 hours and store it securely.

Information to Record

- What the concern is.
- Who is involved.
- When and where it happened.
- How the concern arose.
- What action has already been taken.
- Whether anyone else has been informed.
- Contact information where appropriate.

Approval and Review

Approved by	Jamie Morgan MIET MIFSM
-------------	-------------------------

Position	Director / Lead Fire Safety Consultant
Signature	
Date	17 May 2026
Review arrangements	Annual review, or earlier if legislation, awarding/CPD requirements, course content or delivery arrangements change.