

GLOBAL PURPOSE UK LIMITED (Company No. 13667768) (“GPUK”)

SAFEGUARDING POLICY AND PROCEDURE (2026)

1. POLICY INFORMATION

Policy Owner: Shelley Eades

Version: 4

Reviewed by: Andre Spence

Review Date: 05/02/2026

Key Safeguarding Contacts

Designated Safeguarding Lead (DSL): Andre Spence — hello@thisisprgrss.com

Safeguarding Officer (SO): Shelley Eades — hello@thisisprgrss.com

Safeguarding Reporting Email (all concerns): hello@thisisprgrss.com

2. PURPOSE

Global Purpose UK (GPUK) is committed to safeguarding and promoting the wellbeing of all individuals engaged in PRGRSS programmes. This policy sets out the principles, expectations, and procedures that ensure a safe, respectful, and inclusive environment for all participants.

This policy applies to mentoring programmes delivered to young people aged 18–30. While participants are legally adults, GPUK recognises that young adults may experience vulnerability due to personal, social, or economic factors. GPUK therefore applies proportionate safeguarding measures aligned with adult safeguarding principles, while maintaining high standards of professional conduct and duty of care.

GPUK also expects partner organisations and associated individuals to uphold safeguarding standards that are consistent with this policy.

3. SCOPE

This policy applies to:

- Trustees
- Employees
- Volunteers
- Agency and contract workers
- Consultants
- Mentors
- Mentees
- Partner organisations involved in PRGRSS programmes

All individuals covered by this policy are expected to understand their safeguarding responsibilities and apply them in practice. Any breach of this policy may result in investigation and appropriate action, including disciplinary action, withdrawal from programmes, or referral to partner organisations or statutory agencies where required.

4. SAFEGUARDING PRINCIPLES

GPUK's safeguarding approach is guided by the following principles:

- All individuals will be treated with dignity, respect, and fairness.
- Safeguarding applies regardless of background, identity, or protected characteristics.
- Reasonable adjustments will be made, where possible, to ensure inclusive access to programmes.
- GPUK recognises that disability or additional needs may increase vulnerability and will provide appropriate support.
- Safeguarding is everyone's responsibility.
- All concerns will be taken seriously and responded to in a timely and appropriate manner.
- Safeguarding concerns will be acknowledged within 24 business hours.
- GPUK will work in accordance with statutory safeguarding agencies and relevant partner organisation procedures.

5. STANDARDS OF BEHAVIOUR AND PROFESSIONAL BOUNDARIES

All individuals working with or on behalf of GPUK must adhere to the following non-negotiable standards.

Mentors, staff, and representatives must not:

- Engage in discrimination, bullying, harassment, or oppressive behaviour.
- Belittle, shame, or emotionally harm a mentee.
- Engage in behaviour or communication that causes discomfort or distress.
- Enter into sexual, intimate, or romantic relationships with mentees.
- Form personal relationships with mentees outside the programme.
- Move mentoring conversations off-platform to personal or social messaging platforms (including WhatsApp, Snapchat, Instagram, SMS, personal email, or similar).
- Share personal contact details or accept friend/follow requests (where it creates a personal relationship or shifts communication off-platform).
- Exchange gifts, rewards, or privileges with mentees.
- Take or share photographs of mentees unless formally authorised by PRGRSS/GPUK for marketing purposes and with appropriate consent.
- Conduct mentoring activities while under the influence of alcohol or drugs.

LinkedIn exception (professional only): LinkedIn messaging may be used only for limited professional signposting (e.g., sharing a job link or confirming identity), but must not be used for ongoing mentoring conversations. Where LinkedIn is used, mentors must not request personal contact details and should direct the mentee back to PRGRSS for mentoring communication.

Service disruption rule: If PRGRSS is temporarily unavailable, mentors must contact support via hello@thisisprgrss.com and wait for guidance. Mentoring must not move to WhatsApp or other personal channels as a workaround.

Professional boundaries must be maintained at all times to protect both mentees and mentors.

6. SAFEGUARDING ROLES AND RESPONSIBILITIES

Designated Safeguarding Lead (DSL)

The DSL:

- Has overall responsibility for safeguarding within GPUK/PRGRSS.
- Provides safeguarding advice and support across the organisation.
- Oversees safeguarding case management and decision-making.
- Manages information sharing with external agencies where required.
- Acts as the main internal and external point of escalation.
- Ensures safeguarding training is provided or commissioned.
- Reports safeguarding concerns involving partner organisation mentors to the relevant organisation.
- Contacts emergency services where there is immediate risk of harm.

Safeguarding Officer (SO)

The SO:

- Deputises for the DSL when required.
- Is the first point of contact for safeguarding concerns.
- Ensures concerns are recorded and escalated appropriately.
- Promotes a safeguarding-first culture within GPUK/PRGRSS.
- Monitors compliance with safeguarding requirements among external stakeholders.

All Staff

All staff must:

- Act in ways that minimise safeguarding risk.
- Maintain appropriate professional boundaries.
- Complete mandatory safeguarding training.
- Report safeguarding concerns by the end of the same working day to hello@thisisprgrss.com.
- Comply fully with this policy.

Mentors

All mentors using PRGRSS must:

- Create a safe, respectful, and supportive environment.
- Maintain clear professional boundaries.
- Use appropriate and respectful language.
- Report safeguarding concerns or disclosures immediately.
- Not investigate concerns independently.
- Complete all required safeguarding training.
- Comply with this policy and any relevant partner organisation policies.

Mentees

All mentees are expected to:

- Treat mentors and others with respect.
- Maintain appropriate boundaries.
- Use respectful and appropriate language.
- Report any behaviour that feels unsafe, inappropriate, or uncomfortable.
- Cooperate with safeguarding procedures where required.

7. RECOGNISING AND RESPONDING TO SAFEGUARDING CONCERNS

What is a safeguarding concern?

Safeguarding concerns may include (but are not limited to):

- Inappropriate or boundary-crossing behaviour
- Harassment or coercion
- Grooming or exploitation
- Sexualised or intimidating communication
- Emotional harm or distress
- Disclosures of abuse or significant mental health risk

If something does not feel right, it should be reported.

Responding to a disclosure (for mentors and staff)

If a mentee discloses a safeguarding concern:

- Listen calmly and without judgement.
- Do not promise confidentiality.
- Do not ask leading questions or investigate.
- Explain that the concern must be shared for safety reasons.
- Report the concern as soon as possible.

8. REPORTING AND MANAGING SAFEGUARDING CONCERNS

All safeguarding concerns must be reported to: safeguarding@thisisprgrss.com

Reports should include as much relevant information as possible.

The Safeguarding Officer will:

- Acknowledge the concern within 24 business hours.
- Assess the level of risk.
- Escalate to the DSL where appropriate.

Where there is immediate risk, emergency services must be contacted without delay.

Partner and Non-Partner Mentors

- Where a mentor is engaged through a partner organisation, GPUK/PRGRSS will notify that organisation and work collaboratively.
- Where a mentor is not linked to a partner organisation, GPUK/PRGRSS will manage the investigation directly.

Outcomes may include suspension, removal from PRGRSS, or referral to external bodies.

9. VIRTUAL MENTORING (PRIMARY DELIVERY MODEL)

All mentoring delivered through PRGRSS is virtual by default and takes place via the PRGRSS app. Safeguarding expectations apply fully in virtual settings.

To minimise online risk:

- Mentors undergo verification and approval before being able to mentor.
- Access to the platform is password-protected.
- Communication must remain within the PRGRSS app.
- Switching to personal messaging, video platforms, or social media is prohibited.
- Platform security is regularly reviewed and updated.

10. IN-PERSON CONTACT AND ACTIVITIES

In-person contact between mentors and mentees is not permitted by default.

Any in-person interaction outside PRGRSS/GPUK-hosted or supervised events may only take place where:

- PRGRSS/GPUK has been notified in advance, and
- Formal approval has been granted by PRGRSS/GPUK.

This includes (but is not limited to):

- In-person mentoring meetings
- Work experience or placements
- Site visits or shadowing opportunities
- Informal meetings related to the mentoring relationship

Approval will be subject to:

- Clear purpose and location
- Defined duration

- Appropriate safeguarding measures
- Record-keeping by PRGRSS/GPUK

Unauthorised in-person contact constitutes a safeguarding breach and may result in removal from the programme.

In-person opportunities (notification and approval)

PRGRSS mentoring is virtual by default. Any in-person opportunity between a mentor and mentee (including work experience, shadowing, site visits, or meetings) must be notified to PRGRSS in advance and is not permitted unless approved. PRGRSS does not require a chaperone or guardian for mentees aged 18–30; however, PRGRSS must be “in the know” and reserves the right to refuse approval where details are unclear or safeguarding boundaries are not met.

In-person opportunities must not take place in private homes or residential settings, mentors must not provide transport, overnight or late-night environments are not permitted, gifts or money must not be exchanged, and ongoing mentoring communication must remain within PRGRSS.

11. DATA PROTECTION AND USER INFORMATION

PRGRSS processes personal data as described in our Privacy Policy. Where necessary, we may access and use that information to investigate safeguarding concerns or to comply with our legal obligations.

12. COMMUNICATION AND MARKETING

When portraying programme activity for marketing or communications:

- Safeguarding principles will be upheld.
- Images and content will be used with appropriate consent.
- All materials will comply with data protection requirements.

13. COMPLAINTS AND WHISTLEBLOWING

PRGRSS/GPUK encourages the reporting of concerns about poor practice or misconduct. Individuals who raise concerns in good faith will be protected from victimisation.

PRGRSS/GPUK expects partner organisations to have equivalent whistleblowing arrangements

in place.

14. LEGISLATION AND GUIDANCE

This policy aligns with international safeguarding principles and relevant government guidance relating to adult safeguarding, data protection, and duty of care.

15. REVIEW AND AUDIT

This policy will be reviewed annually. A safeguarding audit will be conducted every three years to support continuous improvement and learning.

APPENDIX — IN-PERSON OPPORTUNITY NOTIFICATION PROCESS

Any in-person opportunity between a mentor and mentee must be submitted to PRGRSS in advance using the PRGRSS In-Person Opportunity Notification Form. The opportunity is not approved until PRGRSS confirms approval in writing.

The form will collect relevant details including mentor details, mentee details, opportunity type, purpose, date, time, location, on-site supervisor details and safeguarding boundary confirmations.

PRGRSS may approve, request more information, or decline the opportunity based on safeguarding considerations.

Email hello@thisisprgrss.com for more.