

Safeguarding and Child / Vulnerable Adult Protection Policy 01/2026

Introduction

Learnmera Oy sometimes works with young people and adults in vulnerable situations through training, events and EU-funded activities. We have a duty of care to protect them from harm, abuse and exploitation.

1. Purpose

This policy explains how Learnmera prevents and responds to safeguarding concerns involving children (under 18) and vulnerable adults.

2. Scope

Applies to:

- All Learnmera staff, trainers, freelancers and volunteers
- All activities where Learnmera is responsible for participants, online or in person

3. Principles

- The welfare of the child or vulnerable person is always paramount.
- All participants have the right to feel safe and respected.
- Concerns will be taken seriously and handled promptly and confidentially.

4. Code of conduct with minors and vulnerable adults

Staff and collaborators must:

- Treat participants with respect and courtesy
- Avoid any behaviour that could be misinterpreted as abusive, humiliating or sexually suggestive
- Avoid being alone in a closed space with a minor where possible (follow the “open door” principle or ensure visibility)
- Use appropriate language and avoid offensive jokes or comments

Online:

- Use professional accounts for communication with minors
- Avoid private, unsupervised one-to-one communication channels where possible
- Never request or share inappropriate images or content

5. Reporting concerns

- Any suspicion or allegation of abuse, neglect or exploitation must be reported immediately to the designated safeguarding contact in Learnmera.
- Where required by law, relevant authorities or partner institutions will be informed.
- Reports will be documented and kept securely, with access limited to those who need to know.

6. Cooperation with partners and hosts

When working with schools or host organisations:

- We will respect and follow their local safeguarding procedures.
- We will clarify roles and responsibilities for supervision and emergency contacts before activities begin.

7. Training

Staff and trainers involved in activities with children or vulnerable adults will receive basic safeguarding awareness training and information on this policy.

8. Monitoring and review

This policy will be reviewed regularly, especially when Learnmera expands activities involving under-18s or vulnerable groups.