

PENTORA GROUP

Safeguarding Learners Policy

Policy 5 of 10 | Version 1.0 | April 2026

Organisation Pentora Group Inc.	Jurisdiction Toronto, Ontario, Canada	Sector Energy — Oil & Gas / CPD
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5.1 Purpose

Pentora Group is committed to the welfare and safety of all learners. This policy sets out our approach to safeguarding, with particular attention to the online learning environment in which our courses are delivered.

5.2 Scope

This policy applies to all individuals who participate in Pentora Group courses, including adult professional learners, corporate trainees, and any learner under the age of 18 who may participate with parental or guardian consent.

5.3 Safeguarding Principles

- The welfare of the learner is paramount.
- All learners have the right to learn in a safe, respectful, and supportive environment.
- Pentora Group will act promptly and appropriately on any safeguarding concern.

5.4 Online Safety

As courses are delivered via Zoom and digital platforms, Pentora Group takes the following steps to protect learner safety online:

- Zoom meeting links are distributed only to registered participants via email.
- Session recording is disclosed in advance and requires implied consent by participation.
- Participants are not required to share personal addresses or sensitive information in public chat.
- Facilitators monitor session interactions and have the authority to remove any participant engaging in harmful conduct.

5.5 Reporting a Concern

Any learner who feels unsafe or who witnesses conduct that raises a safeguarding concern should contact Pentora Group immediately at info@pentoragroup.com. In cases of immediate risk of harm, participants are directed to contact local emergency services.

5.6 Designated Safeguarding Lead

The designated safeguarding lead at Pentora Group is Dr. Annick N. Adjei. All safeguarding concerns will be reported to her in the first instance.

5.7 Review

This policy will be reviewed annually and updated in line with best practice and any changes in applicable law.

Approved by Dr. Annick N. Adjei, PhD	Date April 2026
Role Founder & Director, Pentora Group Inc.	Review Date April 2027