

1. Background

- 1.1 This policy applies to all trainees at MID ESSEX ITT
- 1.2 Trainees at MID ESSEX ITT are also subject to any relevant Child Protection or Safeguarding Policy of their placement school.
- 1.3 MID ESSEX ITT believes that safeguarding and promoting the welfare of children is everyone's responsibility.
- 1.4 All trainees have a responsibility to provide a safe learning environment in which our children can learn in their placement schools and all are aware of the local early help process and our role in it. Trainees will be educated to look for early signs of abuse and neglect so they are able to identify children who may be in need of help or protection.

2. Safeguarding and the MID ESSEX ITT induction Training

- 2.1 Safeguarding training will be delivered by a Designated Safeguarding Lead to all trainees as part of their induction training in July, prior to starting in their placement school.
- 2.2 MID ESSEX ITT keeps a record of who has attended on the Single Central Record.
- 2.3 All trainees are given a copy of the Department for Education's statutory guidance document, [Keeping children safe in education](#) (Last updated – September 2022)
- 2.4 MID ESSEX ITT keeps a record of who has read Part 1 on the Single Central Record.
- 2.5 Trainees are asked to complete the Home Office's [Prevent Duty training](#) before September.
- 2.6 MID ESSEX ITT keeps a record of who has completed the training on the Single Central Record, along with a copy of the certificate in the trainees' file.
- 2.7 Trainees are asked to sign a Trainee Contract before starting the course. This contains a Person Specification, Role Description and Code of Conduct with explicit reference to safeguarding.

3. Safeguarding and expectations of placement schools

- 3.1 It is the expectation of MID ESSEX ITT that placement schools will have their own child protection or safeguarding policies and procedures in keeping with relevant national and regional procedures and guidance.
- 3.2 Trainees must complete their safeguarding training at their placement school.
- 3.3 MID ESSEX ITT keeps a record of who has attended their school's training on the Single Central Record.
- 3.4 All trainees should make themselves aware of school processes, as set out in their placement school's child protection policy.
- 3.5 MID ESSEX ITT checks that all trainees are aware of their Designated Safeguarding Lead in the first week.
- 3.6 If trainees have any concerns about a child's welfare, they must act on them immediately and speak with the Designated Safeguarding Lead at their placement school (or deputy) – they do not assume that others have taken action.

4. Safeguarding concerns about trainees

- 4.1 If there are concerns regarding a trainee that may have a detrimental impact on their ability to complete their training, or that this poses a concern to students, then the Director should be made aware. In the case that the Director is not available, the Assistant Director should be made aware.
- 4.2 As and where appropriate, placement schools will be informed if this is a safeguarding concern or if this impacts the trainee's ability to be able to complete their training.
- 4.3 It may be appropriate for an Occupational Health or Fitness to Practice assessment to take place as a supportive measure for the trainee.
- 4.4 Details of concerns about trainees will be kept securely on file.
- 4.5 When asked to provide references for trainees, MID ESSEX ITT staff will follow the guidance from Keeping Children Safe in Education.

5. Safeguarding concerns about a member of Mid Essex ITT staff

- 5.1 If there are concerns regarding a member of Mid Essex ITT staff, then the Director should be made aware. In the case that the Director is not available, the Assistant Director should be made aware.
- 5.2 In the case that the concerns relate to the Director, then the CEO of Bridge Academy Trust should be made aware.

6. Whistle-blowing

- 6.1 Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work.
- 6.2 A whistleblower is a person who raises a genuine concern relating to any of the above and they reasonably believe that disclosure is in the public interest. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of the activities within Mid Essex ITT (a whistleblowing concern) you should report it under the [Bridge Academy Trust Whistle-blowing Policy](#) as soon as possible.

7. Summary Flowchart

If you have a safeguarding concern about...

... a child at your placement school	→	Contact the Designated Safeguarding Lead at your placement school
... another staff member at your placement school	→	Contact the Headteacher at your placement school
... the Designated Safeguarding Lead at your placement school	→	Contact the Headteacher at your placement school
... the Headteacher at your placement school	→	Contact the chair of governors / Trust CEO (always following the policy of your school)
... the Headteacher at your placement school but where there is a conflict of interest in reporting it...	→	Contact the local authority designated officer(s) (LADOs)*
... a trainee teacher	→	Contact the Director of Mid Essex ITT
... one of the Mid Essex ITT members of staff	→	Contact the Director of Mid Essex ITT
... the Director of Mid Essex ITT	→	Refer to the Whistle-blowing Policy and contact the CEO of the Bridge Academy Trust

*To find the details of the LADO, you can search for Essex LADO or use this link:

https://schools.essex.gov.uk/pupils/Safeguarding/Managing_allegations_in_the_Childrens_Workforce/Pages/ManagingAllegationsInTheChildrensWorkforce.aspx