Safeguarding Policy

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 MID ESSEX ITT adopts a child-centred and coordinated approach to safeguarding, ensuring that all decisions are made in the best interests of the child.

1.5 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 Training

2.1 Safeguarding training will be delivered by an appropriately trained and experienced colleague 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 most recent Department for Education's statutory guidance document, Keeping children safe in education this is updated each year.

2.4 Trainign will include early help processes, recognising abuse and neglect, child on child abuse, online safety, mental heath and wellbeing indicators

2.5 MID ESSEX ITT keeps a record of who has read Part 1 on the Single Central Record.

2.6 Trainees are asked to complete the Home Office's Prevent Duty training before September.

2.7 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.

2.8 Trainees will receive regular safeguarding updates throughout the programme, including updates following any revisions to statutory guidance.

2.9 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.

2.10 MID ESSEX ITT ensures that all trainees undergo appropriate pre-placement safeguarding checks in line with KCSIE, including Enhanced DBS checks (with Children's Barred List), prohibition checks, and overseas checks where applicable. Placement schools receive written confirmation that all required checks have been completed prior to the start of placement.

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.

[Updated: June 2026]

MID ESSEX ITT
INITIAL TEACHER TRAINING

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 MID ESSEX ITT recognises the importance of identifying and managing low-level concerns about trainees, in line with KCSIE. These will be recorded and reviewed proportionately.

4.3 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.

4.4 It may be appropriate for an Occupational Health or Fitness to Practice assessment to take place as a supportive measure for the trainee.

4.5 Details of concerns about trainees will be kept securely on file.

4.6 When asked to provide references for trainees, MID ESSEX ITT staff will follow the guidance from Keeping Children Safe in Education.

4.7 Trainees are required to inform MID ESSEX ITT of any change in circumstances that may affect their suitability to work with children.

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. Their details can be found on the Bridge Academy Trust website: Home | Bridge Academy Trust

5.3 Where concerns meet the harm threshold, they will be referred to the Local Authority Designated Officer (LADO) without delay.

6. Whistle-blowing

6.1 Staff and trainees can raise concerns without fear of reprisal. 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 Whistleblowing-Policy-September-2025.pdf as soon as possible.

7. Summary Flowchart

If you have a safeguarding concern:

1. Act immediately
2. Record the concern in line with school procedures
3. Report to the appropriate person below

… 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

[Updated: June 2026]

… 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. Their details can be found at Home | 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

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