

## SAFEGUARDING CHILD PROTECTION POLICY (CTTC 01)

CTTC is committed to protecting and safeguarding the welfare of its trainees and children in its partner schools. As our trainees come into contact with children and their families, they have an important role to play in safeguarding children. Through the training programme and our partnership with our schools, we jointly take responsibility for the protection and safeguarding of young people on whom the programme might impact.

For the purposes of this policy, the term “Trainees” refers to fee-paying trainees, salaried trainees, apprentice trainees and Assessment Only Route candidates.

As part of the Alpha Trust and under the leadership of Colchester County High School for Girls (CCHSG), CTTC follows the **Alpha Trust Safeguarding and Child Protection Policy**, approved by trustees in **September 2024** and in **Appendix 1** of this document.

The points below are in addition to the policy and relate explicitly to when trainees are on placement in a partner school outside of the Alpha Trust:

1. Whilst on placement, trainees will follow the safeguarding and child protection procedures within that school. As part of the induction process, mentors and trainees declare that they have shared, read and understood the policies. This is recorded in each trainees’ evidence folder on MS Teams and checked by Lead Mentors, Lead Subject Mentors or Professional Tutors at each Assessment Point.

Trainees complete safeguarding training both at CTTC and in their placement schools. All trainees are given a copy of the Department for Education’s statutory guidance document, [Keeping Children Safe in Education](#) (Last updated – September 2024)

2. Raising a concern about a child

Under **Section 16 of the Alpha Trust Policy**, whilst on site at CCHSG, if a trainee has a concern regarding a child, they follow the **Colchester County High School for Girls, A3 Child Protection Procedures, Appendix 2**.

Posters advising of the CCHSG child protection procedures are prominently displayed throughout CTTC and trainees are advised of procedures during Induction Week.

3. Raising a concern about a Trainee

Under **Section 8 of the Alpha Trust Policy**, and **Section 9 of the CCHSG Child Protection Procedures**, the additional steps are incorporated for any concerns raised regarding a trainee:

- a. Any concerns raised regarding a trainee by anyone, either within the trainee body or the school where the trainee is placed, are passed onto the Consortium Director, either directly by the person raising the concern or via the Headteacher or DSL within the placement school.
- b. The Consortium Director will then inform the Executive Principal of CCHSG and follow the procedures within the policy on their behalf alongside the **CTTC (04) Disciplinary Policy**.
- c. 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.
- d. Details of concerns about trainees will be kept securely on file.
- e. When asked to provide references for trainees, CTTC staff will follow the guidance from Keeping Children Safe in Education.
- f. If anyone has a concern regarding the Consortium Director or the Executive Principal of the school, they will follow the procedures within the **CCHSG Child Protection Procedures**.

#### 4. Safer Recruitment

In addition to **Section 17 of the Alpha Trust Policy**, CTTC provides other schools, including Alpha Trust Schools, with written confirmation that the background checks have been carried out in line with the policy, for all trainees appointed to the non-salaried programme. CTTC seek written confirmation from partner schools that all appropriate checks have been carried out for salaried trainees, apprenticeship trainees or Assessment Only candidates employed by partner schools.

#### 5. Trainee Safeguarding Training

Under **Section 8 of the Alpha Trust Policy**, in addition, all trainees complete certified training on:

- Safeguarding and Child Protection
- Child on child abuse
- Preventing Radicalisation
- Online Safety

Trainees receive a weekly Safeguarding Snippet email from the Consortium Director which raises awareness of specific safeguarding issues, for example, domestic abuse and peer-on-peer abuse.

Trainees are given pertinent updates on safeguarding and Prevent at regular intervals during their training year and in response to current events. For example, following the media interest in Andrew Tate, updates at the start of the Israeli-

Palestinian conflict, and updates following regional meetings with the East of England Prevent Coordinator.

#### 6. Whistleblowing

If anyone is concerned about poor or unsafe practice or potential failures in CTTC following the procedures and protocols outlined in the policy, they must refer to **Section 19 of the Alpha Trust Policy** and the **Alpha Trust AT-P7 Whistleblowing Policy, Appendix 3**.

#### 7. Monitoring Procedures

In addition to the monitoring procedures under **Section 20 of the Alpha Trust Policy**, a confidential summary of any safeguarding incidents involving trainees will be shared with the Steering Board's Personnel Committee.

#### 8. Prevent Duty

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the PREVENT duty.

Any concerns regarding the radicalisation of trainees will be raised following point 3 above in line with the Alpha Trust Policy.

A Prevent action plan is incorporated as part of the overall CTTC Development Plan to ensure continued review of procedures on a termly basis.

#### 9. Summary Flowchart

If you have a safeguarding concern...

About...	Contact...
A child at your placement school	The Designated Safeguarding Lead at your placement school
Another staff member at your placement school	The Headteacher at your placement school
The Designated Safeguarding Lead at your placement school	The Headteacher at your placement school
The Headteacher at your placement school	The Chair of Governors at your placement school
The Headteacher at your placement school but where there is a conflict of interest reporting it	The Local Authority Designated Officer (LADO)*
A trainee teacher	The Director of CTTC
One of the CTTC members of staff	The Director of CTTC

The Director of CTTC	Refer to the CTTC Whistleblowing Policy and contact the CEO of the Alpha Trust
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\*To find the details of the LADO, you can search for Essex LADO or use this link: [Managing allegations in the Childrens Workforce - Report a Concern about a Member of the Workforce \(essex.gov.uk\)](https://www.essex.gov.uk/childrens-workforce/managing-allegations-in-the-childrens-workforce-report-a-concern-about-a-member-of-the-workforce)

**Review completed: January 2025**

**Review date: January 2026**

## Appendix 1: AT2 Alpha Trust Safeguarding and Child Protection Policy - September 2024

[AT2 Safeguarding & Child Protection Policy - Alpha Multi-Academy Trust](#)



*Every Opportunity for Every Child*

# Alpha Trust Safeguarding and Child Protection Policy



### Alpha Trust Policy & Procedures No: AT 2

Committee:	Board of Trustees
Responsibility:	CEO
Policy reviewed:	September 2024
Approved by Alpha Trustees:	25 September 2024
Review cycle:	Annual
Review due:	September 2025
Adopted by all Alpha Trust Academies	

## Appendix 2: A3 Colchester County High School for Girls Child Protection Policy - November 2024

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### Colchester County High School for Girls A3 Child Protection Procedures

<b>COMMITTEE</b>	Curriculum & Student Matters
<b>SLT RESPONSIBLE</b>	Kath Daniels Associate to SLT, Head of Year 10 & 11, SENCO, and DSL
<b>REVIEW</b>	Yearly or following changes to Statutory Guidance
<b>PROCEDURES REVIEWED</b>	September 2024
<b>REVIEW DUE</b>	September 2025
<b>APPROVED BY THE GOVERNING BODY</b>	November 2024

## Appendix 3: AT-P7 Alpha Trust Whistleblowing Policy - December 2023

[CCHSG - AT P7. Alpha Trust Whistleblowing Policy December 2023.pdf - All Documents \(sharepoint.com\)](#)



*“Every Opportunity for Every Child”*

# Alpha Trust Whistleblowing Policy



### Alpha Trust Policy & Procedures No: AT P7

Committee:	Board of Trustees
Responsibility:	CEO Mrs Gillian Marshall
Policy reviewed:	November 2023
Approved by Alpha Trustees:	December 2023
Review cycle:	Two years, or sooner depending on statutory changes or guidance
Review due:	September 2025
Adopted by all Alpha Trust Academies	