

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 2025** 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

Trainees are in a position of trust in relation to the children and young people with whom they work. Any allegation that a trainee has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against or related to a child

- behaved towards a child or children in a way that indicates they may pose a risk of harm

will be managed in line with statutory guidance in Keeping Children Safe in Education and through the LADO process. CTTC will work in close partnership with the placement school, employer (where applicable) and the Alpha Trust in managing such concerns.

CTTC also recognises the importance of sharing and responding to low-level concerns about a trainee's behaviour or professional conduct that do not meet the harm threshold but may indicate a need for early support or intervention. Such concerns should be raised with the Consortium Director and will be addressed in line with safeguarding guidance and professional expectations.

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:

- 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.
- 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**.
- 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.
- For apprentice and salaried trainees, CTTC will work in partnership with the employing school and the Alpha Trust to manage safeguarding concerns, ensuring clear communication and appropriate escalation routes are followed.
- Details of concerns about trainees will be kept securely on file. Safeguarding records relating to trainees will be stored securely and separately from academic records, with access restricted to those with a legitimate safeguarding role. Information will be shared on a need-to-know basis and in line with data protection legislation and safeguarding guidance.
- When asked to provide references for trainees, CTTC staff will follow the guidance from Keeping Children Safe in Education.
- 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

Safeguarding is a core element of trainee induction and is revisited regularly throughout the training year. Trainees are expected to demonstrate an understanding of safeguarding procedures and to apply these in practice during placements.

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

Safeguarding training and guidance for trainees also includes clear expectations around:

- maintaining appropriate professional boundaries with pupils
- appropriate physical contact and positive handling in line with school policies
- the use of social media and online communication
- not engaging in private or personal communication with pupils

Trainees are expected to follow the professional standards and policies of their placement school at all times.

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

*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 \(essex.gov.uk\)](#)

Review completed: January 2026

Review date: January 2027

Appendix 1: AT2 Alpha Trust Safeguarding and Child Protection Policy - September 2025



Every Opportunity for Every Child

Alpha Trust

Safeguarding and Child Protection Policy



Policy reviewed:	September 2025
Approved by Alpha Trustees:	16.09.2025 by Chairs Action/ Trust Board 10.12.25
Review cycle:	The policy is reviewed annually, unless an incident or new legislation or guidance suggests the need for an interim review.
Review due:	September 2026
Adopted by all Alpha Trust Academies	

Appendix 2: A3 Colchester County High School for Girls Child Protection Policy - November 2025



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

COMMITTEE	Curriculum & Student Matters
SLT RESPONSIBLE	Kath Daniels Associate to SLT, Head of Year 10 & 11 and DSL
REVIEW	Yearly or following changes to Statutory Guidance
PROCEDURES REVIEWED	September 2025
REVIEW DUE	September 2026
APPROVED BY THE GOVERNING BODY	November 2025

Appendix 3: AT-P7 Alpha Trust Whistleblowing Policy - December 2025



“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:	September 2025
Approved by Alpha Trustees:	December 2025
Review cycle:	Two years, or sooner depending on statutory changes or guidance
Review due:	September 2027
Adopted by all Alpha Trust Academies	