



# Inspiring Great British Manufacturing

## Safeguarding Policy

Policy owner: Quality Enhancement, Compliance and Systems Manager

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Job Title: Managing Director – MTC Training

Signature: 

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## 1. INTRODUCTION

MTC Training places the highest importance on safeguarding, and the safety and wellbeing of our learner is paramount in all activities. This policy sets out MTC Training's commitment to action in relation to its duty to safeguard and promote the wellbeing of learners.

### 1.1 Our safeguarding policy

This policy applies to all colleagues, including senior managers and the board of governors, paid staff (including contractors), volunteers and sessional workers, agency staff, students or anyone working on behalf of or with MTC Training.

### 1.2 The purpose of this policy is:

- To protect children, young people and vulnerable adults (hereafter referred to as 'learners') who receive MTC Training's services.
- To provide colleagues with the overarching principles that guide our approach to safeguarding and child protection.

MTC Training believes that learners should never experience abuse of any kind. We have a responsibility to promote the welfare of all learners to keep them safe.

Safeguarding incidents and/or behaviours can be associated with factors outside MTC Training and can also occur between learners outside of MTC Training. All colleagues, but especially the Designated Safeguarding Lead, should be considering the context within which such incidents and/or behaviours occur. This is known as **contextual safeguarding**, which simply means assessments of learners should consider whether wider environmental factors are present in the learner's life that are a threat to their safety and/or welfare.

## 2. LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Acts 1989 and 2006
- The Education Act 2011
- United Convention of the Rights of the Child Sept 1990
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- What to do if you are worried a child is being abused (March 2015)
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (September 2022)
- Sexual Violence and Sexual Harassment between children in schools and colleges (2021)
- Counter-Terrorism and Security Act 2015
- Revised *Prevent* Duty Guidance: for England and Wales (Home Office April 2021)
- Working Together to Safeguard Children July 2018

- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice: 0-25 years – Statutory Guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government Jan 2015
- Police Act 1997 (Protection of Vulnerable Adults) Regulations 2013
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2019
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government July 2018

**2.1 This policy should be read alongside our policies and procedures on:**

- Recruitment, induction and training
- Safeguarding Procedure 2021
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about learner
- Managing allegations against colleagues
- Recording and information sharing
- Code of conduct for colleagues
- Safer recruitment
- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and Safety
- Training, supervision and support
- Lone working policy and procedure
- Quality assurance

**2.2 We recognise that:**

- The welfare of children and young people is paramount, as enshrined in the Children Acts 1989 and 2006.
- All learners, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some learners are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with learners and their parents, carers and other agencies is essential in promoting learners' welfare.

### 3. KEEPING LEARNERS SAFE

We will seek to keep learners safe, protect them and prevent abuse towards them by:

- Having an effective, up to date safeguarding policy, procedures and practices which are promoted to all learners, colleagues and employer partners working with and for MTC Training.
- Valuing learners, listening to and respecting them in all aspects of our work and training.
- Appointing a Designated Safeguarding Lead (DSL) for learners, Designated Safeguarding Officers and a Lead Governor for safeguarding to implement and monitor our safeguarding policy, procedure, and practices.
- Adopting child protection and safeguarding practices through recognised procedures and a code of conduct for colleagues and employer partners.
- Ensuring that we act swiftly if an allegation is made against a member of the MTC Training team. There will either be a criminal investigation, and/or a disciplinary or misconduct investigation.
- Gaining commitment to the policy by providing effective management for colleagues and employer partners through supervision, support, training and quality assurance measures.
- Recruiting colleagues safely, ensuring all necessary safeguarding checks are made to protect learners from harm.
- Ensuring that we provide a safe physical environment for our learners and colleagues by applying effective health and safety measures in accordance with the law and regulatory guidance.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedures to help deal effectively with any bullying that does arise.
- Developing and implementing an effective e-safety policy and related procedures to ensure learners are able to access online and virtual learning and information with appropriate protection.
- Adopting a system of online monitoring to ensure any inappropriate use of online resources by learners or colleagues is identified by the system and can be effectively managed.
- Carrying out filtering and monitoring of apprentices' internet use by our IT Team, with agreed 'flags' that may indicate vulnerabilities or worrying changes in behaviour being reported to the DSL for escalation.
- Developing an effective communication strategy using the appropriate method of communication for the audience, including leaflets, posters, one-to-one discussions and use of relevant social media to ensure a consistent message. This promotes the creation of a positive safeguarding culture, where learners feel they can disclose their concerns, will be believed and appropriate action will be taken to protect them.
- Using our safeguarding procedures to share concerns and relevant information with appropriate agencies who need to know, and involving learners, parents, families and carers as appropriate.
- Sharing information about safeguarding and safeguarding good practice with learners, their families, colleagues and employer partners as appropriate.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that the policy is accessible to all, including public access via our website.
- Presenting and promoting the policy, practices, and procedures to all stakeholders, including employer partners and learners.
- Promoting the policy, processes and responsibilities as part of colleagues', learners' and

employer partners' induction and training, including access to ongoing training and a clear process of how to raise concerns.

- Ensuring that all colleagues, employer partners and learners understand how to follow our documented process and procedures for raising, recording and investigating safeguarding concerns, and have access to simple instructions and diagrams which are displayed throughout the centres, online and within handbooks.
- Ensuring learners understand how to access support and guidance, for example via the Designated Safeguarding Lead, Designated Safeguarding Officers, Well-being Champions, and through referral to external agencies where appropriate.
- Developing and delivering a comprehensive programme of contextualised safeguarding training to all colleagues and employer partners who are working with learners or for whom we are a training provider.
- Ensuring all colleagues complete regular comprehensive mandatory training, including how to promote and implement the policy and procedures, and fully understand their own responsibilities and as well as those of all stakeholders.
- Gaining commitment to the policy by ensuring that all learners working with the organisation, and their employers, remain engaged with the policy and safeguarding processes, including regular workplace reviews with learners and employer partners that include a continued focus on safeguarding and wellbeing.
- Maintaining accurate and detailed records of all safeguarding incidents and concerns via the Designated Safeguarding Lead (DSL), using a secure electronic system, and only sharing relevant information with appropriate individuals and organisations.
- Recording and storing information about safeguarding and welfare issues professionally and securely.
- Ensuring effective monitoring and governance of our safeguarding and well-being procedures, practices and culture through our Strategic Safeguarding Committee, which includes representatives from colleagues, employer partners and a member of the Governing Body.
- Ensuring that the Board of Governors and Strategic Safeguarding Committee review the effectiveness of our safeguarding policy, practice, and procedures annually, in order to incorporate changes and updates in legislation and recommended practice.

#### **4. SAFEGUARDING LEADS AT MTC TRAINING**

##### **4.1 Designated Safeguarding Lead (DSL)**

MTC Training's Designated Safeguarding Lead (DSL) is the Apprentice Programme Quality Manager, who has been delegated the appropriate authority to enable them to complete the role.

The DSL has a key duty to take the lead responsibility for raising awareness within MTC Training of issues relating to the welfare of our learners and the promotion of a safe environment for individuals who are training within MTC Training. They will receive training in safeguarding and child protection issues and inter-agency working, as required by the Local Safeguarding Children's Partnership and will receive refresher training in accordance with their recommendations.

The DSL is also responsible for ensuring staff, visitors and learners have the correct security checks (DBS register), and for collating and interrogating the data to analyse and inform any necessary changes. These results are reported and scrutinised at Senior Management level via a

Risk Register that is reviewed at quarterly AMTC Board Meetings, with Safeguarding Committee Meetings held on a bi-monthly basis to ensure continuous improvement. This ensures that commitment to the policy is demonstrated at all levels of the organisation.

The Designated Safeguarding Lead will be expected to:

- Oversee the referral of cases of suspected abuse or allegations to Social Care Services.
- Oversee the referral of cases to the Channel programme where there is a radicalisation concern.
- Provide advice and support to other colleagues in relation to safeguarding and child protection issues.
- Maintain a record of any child protection referral, complaint or concern (even where the concern does not lead to a referral).
- Ensure that parents/carers of learners within MTC Training are aware of the Safeguarding Policy.
- Liaise with the Local Authority and other appropriate agencies.
- Ensure that colleagues receive appropriate training in safeguarding and child protection issues and are aware of this policy.
- Ensure that all colleagues are trained to an acceptable standard, by establishing and maintaining a training plan/schedule and monitoring compliance with this, ensuring action is taken for non-compliance

#### 4.2 **Deputy Designated Safeguarding Lead**

To ensure that there is sufficient support for safeguarding issues throughout MTC Training, Deputy Designated Safeguarding Leads (DDSLs) who have received Designated Safeguarding Lead training will be available to support colleagues on safeguarding issues in the absence of the DSL.

The DDSL's will be expected to:

- Refer cases of suspected abuse to the DSL or directly to local authority children's social care in the absence of the DSL.
- Refer cases of suspected radicalisation to the DSL or Channel Programme in the absence of the DSL.
- Provide advice and support to other colleagues in relation to safeguarding and child protection issues.
- Maintain a record of any child protection referral, complaint or concern (even where the concern does not lead to a referral).

#### 4.3 Contact Details

- Designated Safeguarding Lead (DSL): David Lee
- Deputy Designated Safeguarding Lead (DDSL): James Wagstaff
- Deputy Designated Safeguarding Lead (DDSL): Kay Sellick
- Deputy Designated Safeguarding Lead (DDSL): Donna Mason
- Deputy Designated Safeguarding Lead (DDSL): Helen Blake
- Deputy Designated Safeguarding Lead (DDSL): Nikki Smith
- **Email:** [safeguarding@the-mtc.org](mailto:safeguarding@the-mtc.org)
- **Safeguarding Hotline:** 02476701635

#### 4.4 External Agencies

Oxford Safeguarding Children Board:

- Email: [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)

Oxfordshire County Council Multi Agency Safeguarding Hub (MASH):

- Email: [mash-children@oxfordshire.gov.uk](mailto:mash-children@oxfordshire.gov.uk)
- Tel: 03450507666F

Coventry Safeguarding Children Partnership and Adult Safeguarding Board:

- Email: [CoventryCSCP@coventry.gov.uk](mailto:CoventryCSCP@coventry.gov.uk)
- Tel: 02476975477

Coventry City Council Multi Agency Safeguarding Hub (MASH):

- Email: [mash@coventry.gov.uk](mailto:mash@coventry.gov.uk)
- Tel: 02476788555

West Midlands Police Child Abuse Investigation Unit:

- Tel: 02476539044

West Midlands Police safeguarding Adult Services:

- Tel: 0121 101 EXT: 8811 3255/3226/3278