

Embrace
S C I T T



Safeguarding & Child Protection

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Introduction

Embrace SCITT is a School Centred Initial Teacher Training provider operating as part of The Sea View Trust. Embrace SCITT delivers Initial Teacher Education programmes across a partnership of schools and settings, including fee-funded routes and postgraduate teacher apprenticeships.

Safeguarding and promoting the welfare of children is a fundamental responsibility of Embrace SCITT. Trainees, apprentices, mentors, facilitators and SCITT staff routinely work directly with children and young people in schools and alternative provision settings. Embrace SCITT also delivers centre-based training, online training and partnership activity which brings adults into professional contact with children.

This policy sets out how safeguarding responsibilities are discharged across all aspects of Embrace SCITT delivery. It establishes clear expectations, responsibilities and reporting routes and aligns fully with statutory safeguarding guidance.

This policy is owned by The Sea View Trust and applies to all SCITT activity.

Purpose

The purpose of this policy is to ensure that:

- Children are protected from harm.
- Trainees, apprentices and adults involved in SCITT activity are safeguarded.
- Safeguarding concerns are identified early and acted upon promptly.
- Clear procedures exist for reporting, recording and escalating concerns.
- Safeguarding practice across the SCITT partnership meets statutory and inspection expectations.

Legislation and statutory guidance

This policy is informed by and complies with:

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- Children Act 1989 and 2004
- Counter Terrorism and Security Act 2015
- Equality Act 2010
- Human Rights Act 1998
- Local safeguarding partner arrangements

Definitions

Term	Definition
Child:	<i>Any person under the age of 18.</i>
Safeguarding:	<i>Protecting children and adults from abuse, neglect, exploitation and harm.</i>
Trainee:	<i>A fee-funded or salaried participant on an Initial Teacher Education programme.</i>
Apprentice:	<i>A teacher employed on an apprenticeship training route.</i>
Facilitator:	<i>An adult with responsibility for programme delivery.</i>
Mentor:	<i>An experienced school-based colleague with responsibility for the welfare, support and progress of a Trainee or Apprentice</i>
DSL:	<i>Designated Safeguarding Lead.</i>
School DSL:	<i>The Designated Safeguarding Lead within a placement school.</i>
LADO:	<i>Local Authority Designated Officer.</i>

Scope

This policy applies to:

- SCITT staff and leaders
- Trainees and apprentices
- School-based mentors and Lead Mentors
- Facilitators and visiting professionals
- Volunteers and visitors engaged in SCITT activity

Trainees and apprentices are subject to this policy and the safeguarding policies of their placement schools concurrently.

Safeguarding in the SCITT context

Safeguarding in the SCITT context refers to actions taken to protect children and adults who interact with Embrace SCITT programmes from abuse, mistreatment and harm.

Safeguarding applies across:

- School placements
- Centre-based training
- Online learning
- Partnership and outreach activity

The PREVENT duty

Embrace SCITT recognises its statutory duty to have due regard to the need to prevent people from being drawn into terrorism.

Prevent duties are embedded within safeguarding arrangements. Concerns relating to radicalisation or extremism must be reported immediately and will be managed through safeguarding procedures in line with statutory guidance.

Roles and responsibilities

Safeguarding is everyone's responsibility.

Designated Safeguarding Lead

The Designated Safeguarding Lead for Embrace SCITT is **James Findlay-Pidcock**, Head of Embrace SCITT

The Deputy Designated Safeguarding Lead is **Louise Parrish**, Deputy CEO, The Sea View Trust

The DSL:

- Oversees safeguarding across SCITT delivery
- Acts as the point of contact for safeguarding concerns
- Liaises with placement schools, local authorities and external agencies
- Consults with the LADO where required
- Maintains secure safeguarding records
- Ensures safeguarding training is delivered and monitored

Staff, Facilitators and Associates

All adults involved in SCITT delivery must:

- Read and understand statutory safeguarding guidance

- Complete safeguarding and Prevent training
- Maintain professional boundaries
- Report safeguarding concerns immediately
- Never promise confidentiality to a child

Trainees and Apprentices

Trainees and apprentices must:

- Complete safeguarding and Prevent training
- Follow placement school safeguarding procedures
- Report concerns immediately to the school DSL and SCITT DSL
- Act professionally and in line with conduct expectations

Partnership Schools and Mentors

Placement schools retain day-to-day responsibility for pupils.

Mentors must:

- Ensure trainees receive a safeguarding induction
- Act immediately on safeguarding concerns
- Inform the SCITT DSL where concerns involve trainees or SCITT activity

Reporting A Safeguarding Concern

A safeguarding concern may be raised verbally or in writing and may relate to a child, a trainee, an apprentice, a mentor, a facilitator, a member of staff, or any adult involved in SCITT activity.

Safeguarding concerns must always be taken seriously and acted upon promptly.

Immediate Risk

Where a child or adult is at immediate risk of harm:

- Emergency services must be contacted immediately.
- The placement school DSL must be informed where a child is involved.
- The Embrace SCITT DSL must be informed as soon as possible.

Concerns Relating To Children In Placement Schools

Embrace SCITT programmes do not directly deliver provision to children. However, trainees and apprentices work directly with children in schools.

If a safeguarding concern or disclosure relates to a child:

- The concern must be reported immediately to the placement school DSL.
- The Embrace SCITT DSL must be informed without delay.
- The concern will be handled in line with the school's safeguarding policy.
- Embrace SCITT will not investigate concerns relating to children independently of the school.

The SCITT DSL and School DSL must agree follow-up communication to ensure appropriate action has been taken.

Disclosures From Children

If a child makes a disclosure:

- Listen carefully.
- Remain calm.
- Reassure the child that they have done the right thing.
- Do not ask leading questions.
- Do not promise confidentiality.
- Record the disclosure factually and promptly.

- Report immediately to the School DSL and SCITT DSL.

Concerns Relating To Trainees Or Apprentices

Concerns may relate to:

- Safeguarding behaviour towards children.
- Risk to the trainee's own safety or wellbeing.
- Allegations or low-level concerns.

Concerns must be reported to the Embrace SCITT DSL using the SCITT Safeguarding Referral Process.

Allegations Against Trainees Or Apprentices

Embrace SCITT follows the procedures set out in Keeping Children Safe in Education Part Four.

Allegations may fall into two categories:

- Allegations that may meet the harm threshold.
- Allegations or concerns that do not meet the harm threshold, referred to as low-level concerns.

The welfare of the child is paramount.

Allegations That May Meet The Harm Threshold

An allegation may meet the harm threshold if a trainee or apprentice:

- Has behaved in a way that has harmed a child or may have harmed a child.
- May have committed a criminal offence against or related to a child.
- Has behaved towards a child in a way that indicates they may pose a risk of harm.

Procedure:

- The concern must be reported immediately to the School DSL.
- The Embrace SCITT DSL must be informed without delay.
- The School DSL or SCITT DSL will consult with the Local Authority Designated Officer.
- The LADO will determine next steps and lead any investigation.
- Suspension is not automatic and will be considered on a case-by-case basis.
- Outcomes may include referral to the DBS or Teaching Regulation Agency where required.

Allegations That Do Not Meet The Harm Threshold – Low Level Concerns

A low-level concern is any concern about an adult's behaviour that does not meet the harm threshold but is inconsistent with professional standards.

Examples include:

- Being over-friendly with children.
- Having favourites.
- Inappropriate comments or language.
- One-to-one interactions in secluded spaces.
- Inappropriate use of mobile phones.
- Comments that support extremist ideology.

Procedure:

- Low-level concerns must be reported to the Embrace SCITT DSL within 24 hours.
- The DSL will determine whether the concern remains low-level or escalates.
- An appropriate person will be appointed to investigate.
- The concern and outcome will be recorded securely.
- Patterns of behaviour will be reviewed.
- Outcomes may include guidance, training or formal procedures.

Concerns About a Trainee Or Apprentice's Safety Or Wellbeing

Concerns may relate to mental health, welfare, domestic abuse or exploitation.

Procedure:

- Report concerns immediately to the Embrace SCITT DSL.
- Where the trainee is in school, the school safeguarding procedures must also be followed.
- The SCITT DSL will liaise with Trust wellbeing services and external agencies where appropriate.
- Emergency services will be contacted where there is immediate risk.
- Trainees will not be left without a welfare plan.

Concerns Relating To Mentors Or School Staff

Concerns about mentors or school staff raised by trainees:

- Must be reported to the School DSL or Headteacher.
- Will be handled under the school's safeguarding procedures.
- The Embrace SCITT DSL must be informed that a concern has been raised.

Concerns Relating To SCITT Staff Or Facilitators

Concerns must be reported immediately to the Embrace SCITT DSL.

Procedure:

- The DSL will appoint an investigating officer.
- The concern will be managed in line with Trust safeguarding and disciplinary procedures.
- The LADO will be consulted where thresholds may be met.
- Records will be retained securely.

Prevent Duty and Radicalisation Concerns

Concerns relating to radicalisation or extremist views:

- Must be reported immediately to the Embrace SCITT DSL.
- Will be managed through safeguarding procedures.
- The Prevent Lead and external agencies will be consulted as required.
- Support and challenge will be provided where appropriate.

Outcomes And Follow Up Actions

Possible actions following a safeguarding referral include:

- Referral to the LADO.
- Referral to children's social care or police.
- Risk assessment.
- Training or supervision.
- Referral to fitness to practise.
- Support or wellbeing interventions.
- Removal from programme or cohort where required.

Record Keeping

All safeguarding concerns:

- Are recorded factually and promptly.
- Are stored securely.
- Are retained in line with Trust retention policies.
- Are reviewed to identify patterns or repeated concerns.

Confidentiality and Information Sharing

Information is shared on a need-to-know basis.

Data protection legislation does not prevent information sharing where a child or adult is at risk of harm. Confidentiality cannot be promised where safeguarding is concerned.

Safeguarding Governance and Accountability

Safeguarding governance for Embrace SCITT sits within The Sea View Trust.

The Trust Board:

- Holds ultimate accountability for safeguarding.
- Approves safeguarding policy annually.
- Receives safeguarding assurance through reporting mechanisms.

Senior leaders:

- Ensure safeguarding is prioritised across SCITT delivery.
- Allocate sufficient resources to safeguarding activity.
- Ensure compliance with statutory guidance.

Designated Safeguarding Lead Structure

Embrace SCITT Designated Safeguarding Lead – James Findlay-Pidcock, Head of Embrace SCITT

j.findlay-pidcock@embrace-educaiton.co.uk / 01706 214640 (Option 5)

Deputy Designated Safeguarding Lead – Louise Parrish, Deputy CEO

l.parrish@theseaviewtrust.org.uk / 01706 214640

The DSL and DDSL:

- Are appropriately trained.
- Undertake regular refresher training.
- Maintain oversight of safeguarding activity.
- Act as points of escalation for concerns.
- Liaise with LADO, social care and police where required.

Escalation And Oversight

Where safeguarding concerns relate to:

- Children – school DSL leads with SCITT oversight.
- Trainees or apprentices – SCITT DSL leads with school liaison.
- SCITT staff – Trust procedures apply.

Concerns may be escalated to:

- The Trust Central Team.
- External agencies.
- Trustees where appropriate.

Safer Recruitment

SCITT Staff

All SCITT staff are recruited in line with safer recruitment principles and statutory guidance.

Checks include:

- Right to work in the UK.
- Verification of professional qualifications.
- Enhanced DBS check with barred list.
- Prohibition checks where applicable.
- References.
- Online searches.
- Overseas checks where relevant.

Trainees and Apprentices

All trainees and apprentices:

- Undergo safeguarding checks in line with KCSIE.
- Verification of professional qualifications.
- Enhanced DBS check with barred list.
- Prohibition checks where applicable.
- References.
- Online searches.
- Overseas checks where relevant.
- Are subject to DBS checks prior to placement.
- Are assessed for suitability to work with children.
- Are monitored throughout the programme.

Facilitators and Visiting Professionals

Facilitators and visiting professionals:

- Are subject to safer recruitment checks.
- Must provide evidence of checks where employed externally.
- Are briefed on safeguarding expectations prior to engagement.

Training and Continuing Professional Development

Safeguarding training is mandatory.

Training includes:

- Induction safeguarding training.
- Annual safeguarding updates.
- Prevent duty training.
- Role-specific DSL training.

Training records are maintained and monitored by Embrace SCITT.

Online Safeguarding and Professional Conduct

Online delivery must:

- Use approved platforms.
- Maintain professional boundaries.
- Avoid private or unrecorded communication.
- Be delivered from appropriate environments.

Professional conduct online includes:

- Appropriate dress.
- Neutral backgrounds.

- No sharing of personal information.
- No inappropriate language or behaviour.

Data Protection and Information Security

Safeguarding records:

- Are stored securely.
- Are accessible only to authorised individuals.
- Are retained in line with Trust retention policies.

Assurance and Quality Monitoring

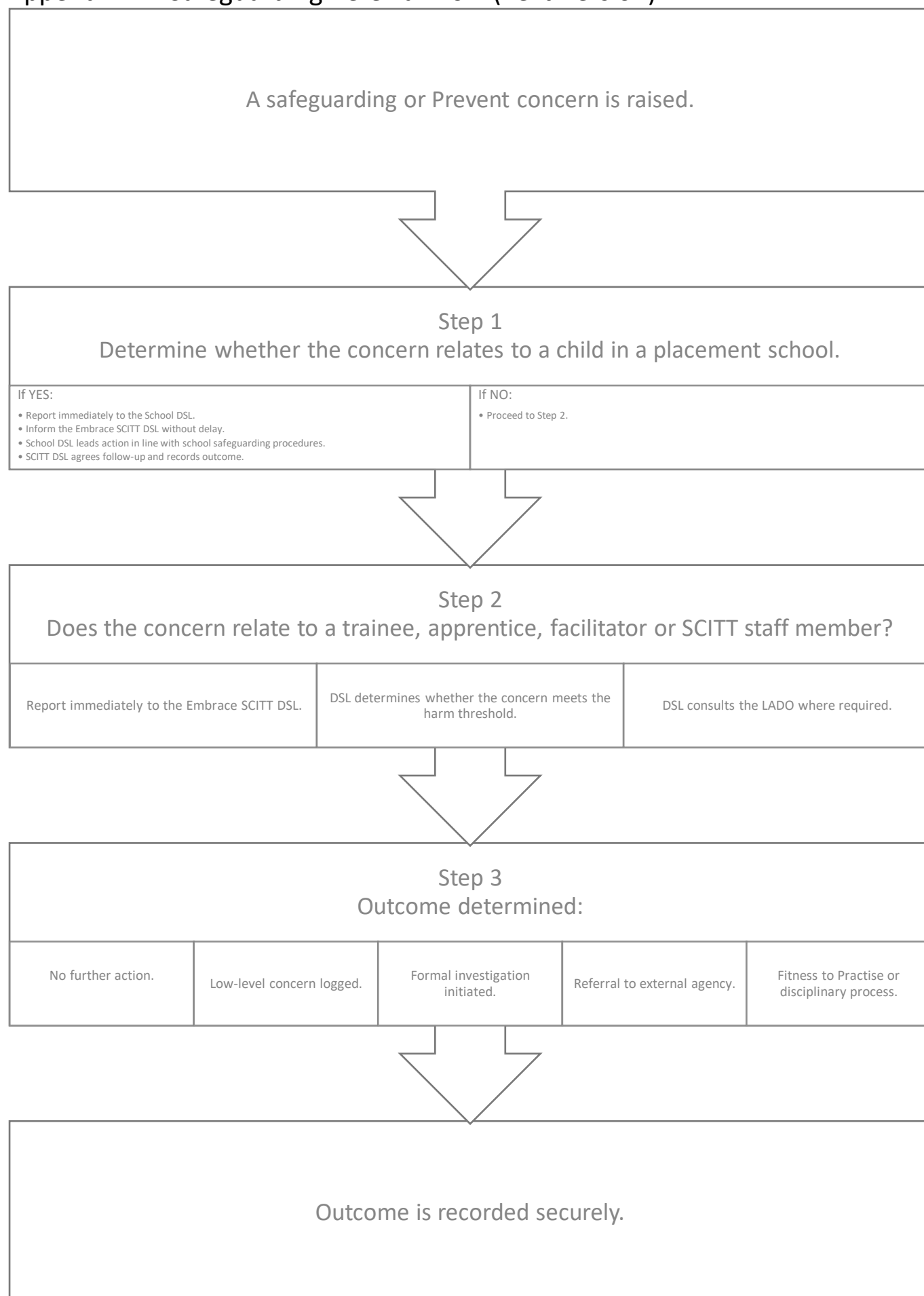
Safeguarding assurance is gained through:

- DSL oversight.
- Training compliance monitoring.
- Audit of safeguarding records.
- Review of low-level concerns.
- Partnership assurance checks.

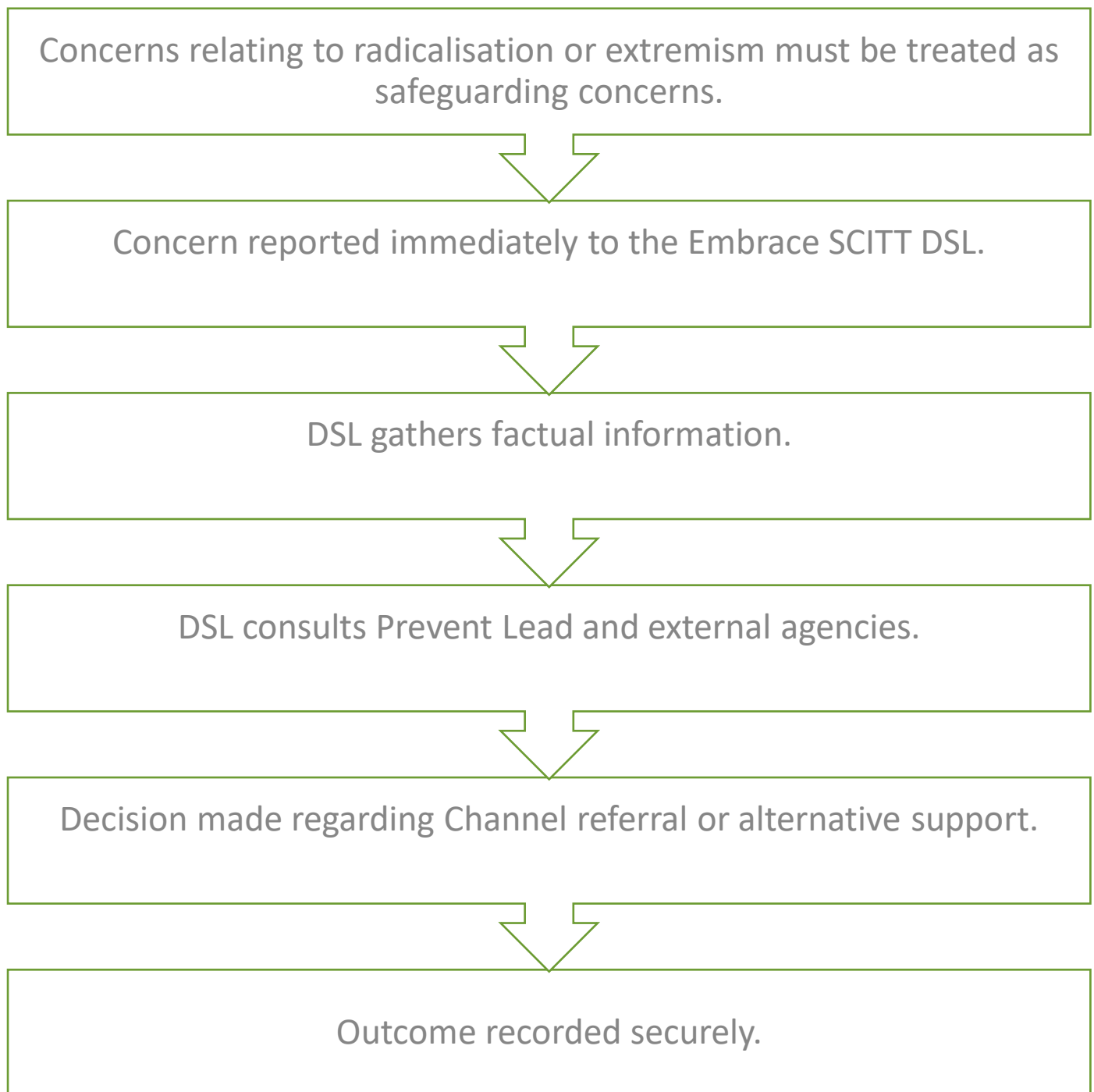
Monitoring and review

This policy is reviewed annually and approved by Trustees of The Sea View Trust.

Appendix A – Safeguarding Referral Flow (Text Version)



APPENDIX B – PREVENT REFERRAL PATHWAY



APPENDIX C – SAFEGUARDING CONTACT ROLES

Designated Safeguarding Lead	James Findlay-Pidcock, Head of SCITT	j.findlay-pidcock@embrace-education.co.uk 01706 214640 (Option 5)
Deputy Designated Safeguarding Lead	Louise Parrish, Deputy CEO	l.parrish@theseaviewtrust.org.uk 01706 214640
Placement School DSL	Named by each Partnership School	See School Induction
LADO	Relevant for each Local Authority	See individual Local Authority contact details.
Emergency Services	Fire, Police, Ambulance	999

APPENDIX D – LOW-LEVEL CONCERNS LOG REQUIREMENTS

All low-level concerns records must include:

Name of individual concerned.

Nature of concern.

Context and date.

Actions taken.

Outcome.

Rationale for decisions.

Review notes.

Records must be:

Confidential.

Stored securely.

Reviewed to identify patterns.

APPENDIX E – SAFEGUARDING REFERRAL FORM CONTENT

A safeguarding referral must record:

Name of person raising concern.

Date and time.

Individuals involved.

Factual description of concern.

Immediate actions taken.

DSL decision and outcome.

External referrals if made.

APPENDIX F – CONFIDENTIAL INVESTIGATION REPORT TEMPLATE

Person subject to investigation			
Provider / Partner		Investigating Officer	
Date investigation commenced		Policy Applied Delete as necessary	Safeguarding Disciplinary Capability
Summary of allegation or concern			
Date of incident:		Location:	
LADO involvement?	Yes No	External Agencies:	
Investigation Summary			
Evidence Reviewed			
Findings			
Outcome			
Actions required			
Date Closed:		Authorised by:	

APPENDIX G – SIGNPOSTING AND SUPPORT

Emergency:
999

NHS:
Contact GP or NHS 111

Mental Health Crisis Support:

Access local NHS crisis services

Education Support Partnership:

0800 0562561