



SG.1.01.a SAFEGUARDING AND CHILD PROTECTION POLICY

February 2025

1 INTRODUCTION

MGTS places the highest importance on Safeguarding, and the safety and wellbeing of our learners is paramount in all activities. This policy sets out MGTS' commitment and approach 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 Trustees, paid staff (including contractors), agency staff, learners or anyone working on behalf of or with MGTS.

1.2 The purpose of this policy is:

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

MGTS 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 MGTS and can also occur between learners outside of MGTS. 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.

MGTS publicises and promotes its Safeguarding Policy, procedures and good practice guidance and is committed to ensuring that concerns are taken seriously and acted upon swiftly and appropriately.

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: (September 2023)
- 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
- Online Safety Act 2023

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

- Equal Opportunities and Diversity
- Harassment and Bullying
- ICT acceptable use
- Mobile phone
- Prevent
- Health and Safety
- Safer Recruitment
- Complaints
- Whistleblowing
- Health and Safety
- Quality Assurance

2.2 **We recognise that:**

- The welfare of children and young people is paramount, as enshrined in the Childrens Act 1989 and 2006.
- All learners, regardless of age, disability, sex, 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 apprentice welfare.

3. CHILD PROTECTION

MGTS is fully committed to Safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff will work together to embrace difference and diversity and respect the rights of children and young people.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, sex, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- MGTS shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

MGTS will:

- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff and Trustees to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Ensure all Safeguarding concerns that are raised are recorded and logged in the safeguarding file, whilst maintaining confidentiality.
- Hold regularly Safeguarding team meetings, including a Trustee from the Board, where concerns can be confidentially shared and the investigation process can be reviewed.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

4 KEEPING LEARNERS SAFE

4.1 **Learner Safety**

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 MGTS.
- 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 Trustee 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 MGTS team. This will then be investigated and a referral made through LADO (Local Authority Designated Office) as required.
- 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, through the Safer Recruitment process, 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 and harassment environment and ensuring that we have a policy and procedures to help deal effectively with any bullying or harassment that does arise.
- Delivering appropriate Safeguarding training to learners supported by leaflets, posters and one-to-one discussions. 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, Safeguarding & Wellbeing Officer 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 wellbeing 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 Trustees review the effectiveness of our Safeguarding policy, practice, and procedures annually, in order to incorporate changes and updates in legislation and recommended practice.

4.2 **Residential Learners**

MGTS is committed to protecting and supporting our residential learners. While with MGTS we will strive to support learners in collaboration with and in support of their specified employer with any concerns or risks raised with MGTS.

We will offer regular wellbeing support specifically dedicated to residential learners alongside information relevant and specific to their accommodation and location.

4.3 **Online Safety**

MGTS is committed to ensuring that while learners are at MGTS

premises they are protected from the dangers presented online. To do this we will filter and monitor what apprentices are accessing online.

We will prevent, detect and remove illegal content depicting, promoting or facilitating:

- Child sexual abuse
- Controlling or coercive behaviour
- Terrorism
- Suicide

We will also prevent access to the following:

- Pornography
- Serious violence
- Bullying
- Self-harm
- Eating disorders
- Gambling

5. DESIGNATED SAFEGUARDING OFFICER RESPONSIBILITIES

MGTS Designated Safeguarding Lead (DSL) is the Quality & Compliance 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 MGTS of issues relating to the welfare of our learners and the promotion of a safe environment for individuals who are training within MGTS.

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 at regular meetings 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).
- 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.

5.1 Deputy Designated Safeguarding Lead

To ensure that there is sufficient support for Safeguarding issues throughout MGTS, 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 DDSLs will be expected to:

- Refer cases of suspected abuse to the DSL or direct 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).

5.2 Contact Details

- Designated Safeguarding Lead (DSL): Ruth Plane
- Deputy Designated Safeguarding Lead (DDSL): Steve Palmer
- Deputy Designated Safeguarding Lead (DDSL): Thomas Farrington
- Designated Safeguarding Officer (DSO): Lin Atkins
- Designated Safeguarding Officer (DSO): Karli Soanes
- Designated Safeguarding Officer (DSO): John Miller
- Designated Safeguarding Officer (DSO): Mark Shiers
- Designated Safeguarding Officer (DSO): Richard Telford
- Designated Safeguarding Officer (DSO): Debbie Smith
- Email: Safeguarding@mgts.co.uk
- Safeguarding telephone number: 024 7663 0333 ext.730

5.3 External Agencies:

Name	Contact Details
Coventry Safeguarding Children Partnership and Adult Safeguarding Board	✉ CoventryCSCP@coventry.gov.uk ☎ 024 7697 5477
Coventry City Council Multi Agency Safeguarding Hub (MASH)	✉ mash@coventry.gov.uk ☎ 024 7678 8555
West Midlands Police Child Abuse Investigation Unit	☎ 024 7653 9044
West Midlands Police Safeguarding Adult Services	☎ 0121 101 EXT: 8811 3255/3226/3278
Worcestershire Family Front Door	☎ 01905 822666

Worcestershire Safeguarding Adult Board	✉ Safeguardingadultsbo@worcestershire.gov.uk ☎ 01905 844474
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Associated Policies:

No 7 Equal Opportunities and Diversity Policy
 No 21 MGTS ICT Acceptable Use Policy
 No 45 Prevent Policy

Policy Owner: Quality and Compliance Manager and Designated Safeguarding Lead

Date	Summary of Changes	Version:	Author (Updated by):
June 2024	Update to incorporate KCSIE 2023 requirements	20G	Ruth Plane Quality & Compliance Manager (DSL)
February 2025	Update to include recording & logging of concerns & regular meetings. Update Policy to new document management process and issue of new document number.	SG.1.01.a	Ruth Plane Quality & Compliance Manager (DSL)

Next Review: September 2025

Policy Approved By:



David Bridgens
Chief Executive
 12.02.2025