SAFEGUARDING POLICY AND PROCEDURE

1) **Key Contacts – Raising a Concern**

Any concerns or worries from Learners or those working with Learners should be reported to the Designated Safeguarding Lead (DSL). If the DSL is material to the concern or worry, then the information should be reported to the Designated Safeguarding Officer (DSO), Mental Health First Aider (MHFA) or Training Officer (TO).

We encourage all Learners to talk to us if they are worried about any aspect of their work, learning or life in general.

If you are concerned that there is an immediate risk of serious harm, call emergency services on 999 or 101 without delay.

Designated Safeguarding Lead (DSL):

- Mark Vingoe (Chief Executive). 07939 296280. m.vingoe@theengineeringtrust.org

Designated Safeguarding Officers (DSOs):

- Melvyn Parr (Director of Delivery) 07807 348696 m.parr@theengineeringtrust.org
- Anthony Melia (Director of Quality, Risk & Compliance) 07795 506990 a.melia@theengineeringtrust.org
- Sally Parr (Operations Admin Lead) 07879 128768 s.parr@theengineeringtrust.org

Mental Health First Aiders (MHFA):

- Anthony Melia (Director of Quality, Risk & Compliance) 07795 506990 a.melia@theengineeringtrust.org
- David Rees (Head of Academy) 01993 882008 D.Rees@theengineeringtrust.org
- Rob Alderman (Head of Delivery) 07807 348442 R.Alderman@theengineeringtrust.org

Director of Departments, Training Officers & Lecturers: Learners can contact these staff members for all issues that may or may not be of a Safeguarding nature.

All Engineering Trust Training (ETT) Staff have access to the 'Key Safeguarding & Prevent Contacts by Region' document found in the Policy & Procedure File on BreatheHr. This document holds contact details for Local Safeguarding Boards, Local Authority Designated Officers, Adult Safeguarding Boards and Regional further education (FE) and higher education (HE) Prevent co-ordinators.

2) **Purpose & Scope**

a) 'Learner(s)' means anyone who is on a training programme with ETT and may include apprentices or those on commercially funded courses.
b) To ensure all Learners are protected through the awareness, preventative, and reactive actions of all ETT Staff, Employers, Subcontracted colleges, or others associated with the delivery of our programmes.
c) ETT has a legal obligation to safeguard the welfare of children and vulnerable adults who access our services and is committed to promoting and safeguard the welfare of all our Learners regardless of age or situation.

d) ETT recognises the increased risks associated with serious youth violence and learners exiting care. We take proactive steps to identify and mitigate these risks to ensure all learners have equal opportunities to succeed.
e) ETT will take a holistic approach to safeguarding, working with our employer partners and subcontractors to ensure we have a robust framework that protects Learners and meets our legislative and statutory responsibilities.
f) Safeguarding includes many aspects such as;
    i) learner health, safety, and wellbeing,
    ii) child protection,
    iii) protection of adults at risk,
    iv) bullying, harassment, and discrimination including racial abuse,
    v) self-harm,
    vi) abuse and neglect,
    vii) domestic violence
    viii) sexual exploitation, female genital mutilation and forced marriage,
    ix) alcohol, drug, and substance misuse,
    x) E-safety including all aspects of electronic communication,
    xi) financial exploitation,
    xii) radicalisation and extremism,
    xiii) serious youth violence, including gang-related activity and weapon carrying, and
    xiv) risks associated with learners who are care leavers or transitioning from care.
g) This policy covers all Learners regardless of location and covers all aspects of our training programmes.
h) Safeguarding is the responsibility of all ETT staff, and they must take steps to understand their role in implementing this policy and procedure across all aspects of the provision.
i) The monitoring of IT usage is set out in our Information Technology Policy and our IT Systems Acceptable Use Policy & Procedure.

3) **Procedure - Recognise and Respond**
a) Safeguarding & wellbeing will be embedded throughout the curriculum, company training plan and assessor visits.
b) Action must be taken wherever there is concern. For clarity:
    i) Concern: A concern arises when you notice something that does not seem right but have not received specific information from the learner. For example, if a Learner appears unusually withdrawn or is frequently absent, this may prompt you to report a concern.
    ii) A disclosure is when a person tells you that something has happened. Do not promise confidentiality and report as soon as possible to the DSL. For instance, if a Learner confides that they are being bullied or that they have been harmed, this is a disclosure that must be reported immediately.
c) All staff and Learners should feel empowered to report both concerns and disclosures, as early intervention can help protect the wellbeing of our Learners. If in doubt, it is always better to report a concern.
d) Do not investigate any allegation that has been disclosed to you or any concerns that you might have.

e) In all cases, report the disclosure or concern to the DSL immediately. The DSL, together with you, will investigate, seek advice and /or report the concern formally and seek further advice and support from third party agencies.
f) Disclosures and concerns from ETT staff are to be reported to the DSL initially by phone and then in writing using a 'Raising Concerns Form'.
g) Disclosures and concerns from non-ETT staff are to be reported via the contact details above.
h) The DSL will work to gain the best possible outcome for the Learner and uphold the purpose, scope and principles set out in this Policy.
i) If the DSL is material to the disclosure or concern, then report to the DSO.

4) Principles

a) Provide a physical and emotional environment that is healthy, safe, and secure, in which Learners can achieve
b) Raise awareness of issues relating to Health and Safety within our organisation and within our partner organisations
c) Promote personal health, well-being, safety and safety online consistently throughout the learner's programme
d) Proactively protect learners at/from risk of abuse, neglect or radicalisation
e) Proactively raise awareness of Prevent to stop people from being drawn into terrorism, radicalisation, and extremism (more detail in the ETT Prevent Policy and Procedure)
f) Work with local safeguarding partnerships and multi-agency forums to address serious youth violence (where applicable)
g) Provide tailored support for care leavers, including signposting to specialist services
h) Everyone is treated with respect and courtesy by ETT Staff, Employers, Sub-contractors, and fellow apprentices, free from harassment or discrimination.
i) Provide confidential information, advice, and guidance on a range of issues that a Learner may face. Support Learners and direct them to external agencies if specialist support is required.
j) Provide ETT Staff with training and follow good safeguarding practices.

5) Learners

a) ETT will work with Learners to equip them with the knowledge needed to safeguard themselves and each other, including risks posed at work, online or by peer-on-peer abuse.
b) ETT will make Learners aware of the Safeguarding support they have from ETT as their Training Provider, within their business as an employee and within the sub-contracted college they may attend as part of their programme.
c) ETT will work with Learners regarding issues relating to their Health and Safety and regularly monitor students' perception of their safety.
d) ETT will work with Learners to identify any issues that they face.
e) ETT will give Learners the platform to comment or feedback about their programme, their work or their personal lives at regular intervals.
f) ETT will protect students from radicalisation and forms of extremism leading to terrorism by:
    i) being vigilant for the signs of radicalisation and encouraging them to have the confidence to report their concerns to their line manager or Training Officer.
    ii) encouraging free and open debate but challenging extreme views and promoting the belief equality of opportunity and the celebration of diversity.

6) **SEND Commitment**
    a) Individualised Support: We recognise that learners with SEND may face unique vulnerabilities. Staff will be trained to identify these vulnerabilities and provide tailored support to meet individual needs.
    b) Communication: Effective communication strategies will be implemented to ensure that learners with SEND can express their concerns and feelings. This may include the use of alternative communication methods when necessary.
    c) Learner Assessments: Assessments will be conducted to identify potential safeguarding issues relevant to learners with SEND, and appropriate measures will be taken to mitigate these risks. Similarly, these assessments for learners identified as care experienced or at risk of youth violence, must be undertaken and support obtained from local authorities and community organisations to meet individual learners' needs. Staff should use the Learning Support Assessment and Plan documentation to record their activities and plans at the start. In the event that a need is identified later in the programme, staff should record this on a Cause for Concern form and the SMT will support the colleague to provide the appropriate on-programme support to the learner.
    d) By implementing these measures, ETT aims to create a safe and inclusive environment where all learners, including those with SEND, can thrive.
7) **Staff Recruitment**
    a) ETT complies with best practice in the recruitment and training of its staff, in line with legislative requirements.
    b) All staff undergo the appropriate pre-employment checks including DBS checks for their role and undertake mandatory safeguarding training appropriate to their role.
    c) Staff understand the principles of safe working practices and how to avoid situations that compromise themselves or Learners.
8) **Whistleblowing**
    a) If a staff member has a concern about another staff member, then they will refer this to the DSL. If the concern relates to the DSL, then this referral will be to the DSO or the Chair of Trustees.
    b) Staff are encouraged to raise concerns about poor or unsafe practice and potential failures both within ETT, our partner businesses, our partner colleges, or sub-contractors.
    c) ETT encourages whistleblowing staff should feel empowered to raise concerns without the risk or reprisal.
    d) If a staff member feels unable to raise a concern or feels that their genuine concerns are not being addressed, they are encouraged to raise it with an appropriate agency e.g. Ofsted or The Local Safeguarding Children Board.
9) **ETT Staff**
    a) Staff promote all aspects of Safeguarding to Learners, so they know how to access support and advice.
    b) Staff are aware of, and alert to, signs and symptoms of abuse and know to whom they should report any concerns or suspicions.
    c) Staff can recognise when a Learner is not achieving their developmental potential, or when their physical or mental health is impaired.

d) Staff can recognise when a Learner is displaying risky or harmful behaviour or is being neglected or abused
e) Staff have an awareness of serious youth violence indicators (where applicable)
f) Understanding care leaver vulnerabilities and support strategies (see Supporting Care Experienced Learners Feb 2026 on the ETT Team Site under documents and Safeguarding Training)
g) Staff are able to recognise when a reported incident may be a Safeguarding concern
h) Staff do refer concerns, even if in doubt, to the DSL who will refer to the appropriate authorities in order to adopt a multi-agency approach to any concern.
i) Staff do, if concerned about the welfare of a Learner, always act in the best interests of that individual.
j) Staff are aware of each area's Local Safeguarding Children Board (LSCB) and understand the referral process and where advice can be should found.

10) Individual responsibilities

a) All staff, partner employers, and subcontractors
    i) Contribute to creating a safe learning for all
    ii) Are aware of this safeguarding policy and procedure; they recognise, respond and report any concerns that may be raised about the safety and welfare of a Learner.
b) HQ Staff
    i) Basic safeguarding knowledge with the ability to identify if an issue should be escalated to the DSL.
c) Head of Departments, Training Officers & Lecturers
    i) Ensure that the learning environment is safe, and that Safeguarding is embedded within the programme, the workplace and any other training environment.
    ii) Respond to Safeguarding concerns and keep accurate notes. Escalate any concerns to the DSL.
    iii) Work with the DSL to respond to Safeguarding concerns within the agreed timescales, carrying out assessments to determine the level of risk.
d) Director of Delivery & Operations (DSO)
    i) Has a responsibility at an operational level within the organisation, ensuring those listed in points 9b) and 9c) are supported and directed in their duties.
    ii) Report any concerns to the DSL
    iii) Oversees the provision of resources and training for all staff.
    iv) Ensures that sound arrangements for Safeguarding are in place across all partner employers and sub-contractors.
e) Chief Executive (DSL)
    i) Main contact for outside agencies and the most senior 'go to' person in the organisation.
    ii) Responsible for ensuring Safeguarding policy and procedure is robust and executed across the organisation.
    iii) Reports to the Trustees regarding any issues of Safeguarding.
    iv) Steers developments; monitors and reports on compliance and impact.
f) Trustees

i) Oversee the Safeguarding provision at ETT.
ii) Trustee Nominated Safeguarding Lead point of contact for all.
iii) Provide challenge to the DSL to improve quality of provision.

11) Promotion, Engagement & Training

a) This Policy is published on the ETT website.
b) Staff receive regular training in relation to this policy.
c) Safeguarding (including this policy) is included within the training programme of every Learner.
d) Promoted periodically at reviews with Learners to check knowledge and understanding of the policy and its contents.

12) Prevent

a) See ETT Prevent Policy & Procedure.
b) The ETT Prevent Policy & Procedure also has information about our responsibilities in terms of Martyn's Law.

13) Sub-contractors

a) ETT will ensure that any sub-contractor has relevant and sufficient policy and procedure in place in relation to Safeguarding.

14) Other Agencies

a) ETT will work together with the Local Safeguarding Board and other relevant agencies.
b) ETT will refer to appropriate agencies e.g. the Police, Social Services or Local Safeguarding Children Board, Local Authority Designated Officer as necessary.
c) ETT will inform the Education and Skills Funding Agency and Ofsted if the organisation becomes subject of a Safeguarding enquiry.

15) Monthly Review of Safeguarding Policies and Procedures

a) As part of our commitment to maintaining the highest standards of safeguarding, the Senior Management Team (SMT) will conduct monthly reviews of all safeguarding policies, procedures, reports, and regulatory requirements, including DBS checks.
b) The Head of Quality, Risk & Compliance will prepare a comprehensive update each month detailing the status of these elements, ensuring that any issues or areas for improvement are promptly identified and addressed. Additionally, these updates will be presented to the Trustees on a bi-monthly basis, fostering transparency and accountability in our safeguarding practices.
c) This structured approach ensures that we continuously monitor compliance and effectiveness, ultimately enhancing the safety and wellbeing of all Learners.