



mtc training

Safeguarding Policy

Policy owner:	Quality Enhancement, Compliance and Systems Manager (DSL)
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Approver's signature:	

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1. Policy Overview

MTC Training places the highest importance on safeguarding, and the safety and wellbeing of our learners 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.

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.

1.1 Policy application

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

1.2 Policy purpose

- 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.

1.3 Committed to learner safety

Safeguarding is a core commitment of MTC Training and underpins all aspects of what we do. While we fully comply with statutory safeguarding responsibilities, including the Prevent duty, our approach goes beyond legal compliance. We are dedicated to fostering a culture in which safeguarding is embedded in everyday practice and instinctively upheld by all.

We recognise that safeguarding is a shared responsibility. It is not limited to specific roles or departments but is a collective duty that involves all colleagues within the MTC Training.

Our understanding of safeguarding is broad and inclusive. It encompasses protection from abuse, neglect, and exploitation, as well as the promotion of wellbeing, dignity, and the right to feel and be safe, both physically and psychologically. This includes our duty under the Prevent strategy to safeguard individuals from the risk of radicalisation and extremism.

This commitment is reflected in our policies, procedures, and daily interactions. We strive to ensure that safeguarding is visible, proactive, and integral to our organisational ethos, creating an environment where everyone feels safe, respected, and heard.

2. Communication and Training

2.1 Annual review

This policy is subject to an annual review and is subsequently submitted to the Safeguarding Committee, the Curriculum and Quality Committee, and the MTC Training Board for formal approval. Upon ratification, the Designated Safeguarding Lead (DSL) is responsible for disseminating the policy to all MTC Training colleagues and for overseeing the associated processes of acknowledgment and confirmation.

2.2 Policy dissemination

Following approval, the policy will be published on both the MTC Training and OAS websites, as well as internally via the MTC Training Document Hub on SharePoint. It will be communicated to colleagues through established internal channels, including business briefings, email communications, and team meetings. Line managers will ensure that new colleagues are made aware of the policy as part of the induction process. Additionally, the policy will be accessible to MTC Group colleagues through the Business Management System.

2.3 Training

Under guidance of the DSL and Deputy Designated Safeguarding Leads (DDSLs), MTC Training Colleagues and the MTC Training Board will complete annual training sessions to refresh safeguarding and Prevent procedures. This will include any amendments to the Keeping Children Safe in Education Act and any other key legislation.

All managers involved in leading recruitment activities must complete Safer Recruitment training prior to leading any interview processes. The DSL will be responsible for monitoring and ensuring the completion of this training by all hiring managers.

2.4 Code of conduct

In conjunction with the training listed in 2.3, MTC Training colleagues and the MTC Training Board will complete an annual refresh of the Colleague Code of Conduct.

2.5 New colleagues

New colleagues joining MTC Training are required to complete the Education Training Foundation (ETF) online training courses on Safeguarding, Prevent, and Advancing Equality and Diversity. Further training is delivered throughout the probation period which is monitored and reviewed by the DSL and Education and Compliance Advisor.

2.6 Learner policy awareness

Learners (apprentices and HNC/HTQ students) will be made aware of this policy during their induction and asked to confirm they have read and understood the policy contents via Microsoft Teams assignments. This will be monitored during the six week initial review to ensure 100% compliance.

Learners under 18 years of age should inform their parents/legal guardians about this policy.

3. Roles and responsibilities

Designated Safeguarding Lead

The DSL is responsible for leading and coordinating safeguarding efforts across MTC Training. Key responsibilities include:

- Implementing and monitoring safeguarding policies and procedures.
- Acting as the main point of contact for safeguarding concerns.
- Supporting learners and colleagues in reporting and managing concerns.
- Liaising with external agencies and ensuring appropriate referrals.
- Maintaining secure, accurate records of safeguarding incidents.

- Overseeing safer recruitment, participating in recruitment decisions, and ensuring that the single central register is well maintained.
- Overseeing digital safety monitoring and escalation processes.
- Providing guidance, training, and support to all learners, colleagues, employer partners and board members.
- Ensuring compliance with legal and regulatory safeguarding requirements.
- Maintaining an accurate risk register and risk assessment of safeguarding concerns and mitigation for MTC Training.
- Ensuring ongoing proficiency in safeguarding procedures through regular update sessions and scheduled refresher training to maintain qualifications.

Deputy Designated Safeguarding Leads

The Deputy DSLs support the DSL in ensuring effective safeguarding across MTC Training. Key responsibilities include:

- Assisting in the implementation and monitoring of the Safeguarding policy.
- Acting as a safeguarding point of contact in the DSL's absence.
- Supporting colleagues and learners in raising and managing concerns.
- Helping to maintain accurate and secure safeguarding records.
- Participating in safeguarding training and awareness initiatives.
- Liaising with external agencies when required.
- Ensuring continuity and consistency in safeguarding practices.
- Maintaining an accurate risk register and risk assessment of safeguarding concerns and mitigation for their training centre of responsibility.
- Ensuring ongoing proficiency in safeguarding procedures through regular update sessions and scheduled refresher training to maintain qualifications.

Safeguarding Officers

Safeguarding Officers will:

- Assist in the implementation and monitoring of the Safeguarding policy.
- Support colleagues and learners in raising concerns.
- Helping to maintain accurate and secure safeguarding records.
- Participating in safeguarding training and awareness initiatives.
- Ensuring ongoing proficiency in safeguarding procedures through regular update sessions and scheduled refresher training.

Safeguarding Committee

The Safeguarding Committee plays a key role in overseeing and strengthening MTC Training's safeguarding framework. Its responsibilities include:

- Overseeing the effectiveness of safeguarding and well-being procedures, practices, and culture.
- Ensure diverse perspectives are considered from key stakeholders.
- Collaborating with the MTC Training Board to review and update safeguarding policies and practices in line with legislation and best practice.
- Supporting the DSL and ensuring safeguarding remains a strategic priority.

Senior Leadership Team

The Senior Leadership Team (SLT) is responsible for embedding safeguarding into the organisation's culture and operations. Their key duties include:

- Overseeing and reviewing safeguarding policies and procedures.
- Appointing and supporting safeguarding leads and officers.
- Ensuring all colleagues receive appropriate training and resources.
- Monitoring safeguarding performance and compliance.
- Promoting a transparent and inclusive safeguarding culture.
- Ensuring legal and regulatory safeguarding obligations are met.

Colleagues

Colleagues are expected to:

- Understand and follow MTC Training's safeguarding policies and procedures.
- Complete regular safeguarding training and stay updated on best practices.
- Report any safeguarding concerns promptly using the correct channels.
- Consulting the Safeguarding Team for advice on matters related to safeguarding.
- Support learners by creating a safe, respectful, and inclusive environment.
- Promote safeguarding awareness among learners and employer partners.
- Maintain professional boundaries and adhere to the code of conduct.
- Participate in workplace progress reviews and contribute to a culture of safety and well-being.
- Keep accurate, secure records of safeguarding concerns and actions taken.

Learners

Learners are expected to:

- Be aware of safeguarding policies and how to access support.

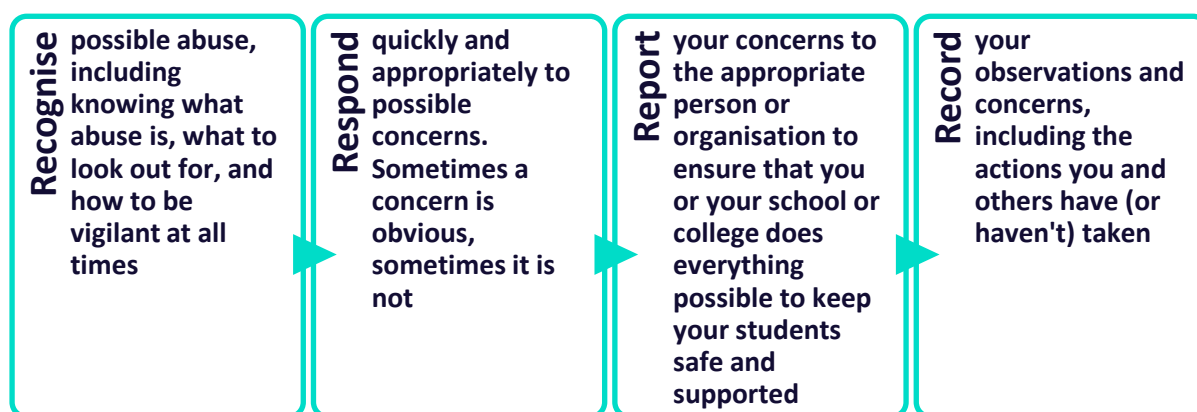
- Consulting the Safeguarding Team for advice on matters related to safeguarding.
- Report any concerns about their own or others' safety.
- Treat others with respect and help maintain a safe environment.
- Participate in safeguarding training and follow behaviour expectations.
- Use technology safely and report online risks or abuse.

MTC Training Board

The MTC Training Board holds strategic accountability for safeguarding across the organisation. Its responsibilities include:

- Providing oversight and governance by ensuring safeguarding is a core priority in organisational strategy and decision-making.
- Collaborating with the Safeguarding Committee to review the effectiveness of safeguarding policies and procedures annually.
- Providing support to the Designated Safeguarding Lead, Senior Leadership Team and Safeguarding Committee, while also holding them accountable.
- Ensuring the organisation meets all legal and regulatory safeguarding obligations.
- Appointing a board-level safeguarding lead to champion safeguarding at the highest level.

MTC Training has dedicated colleagues available to support learners with welfare concerns, offering early help, advice, and guidance as needed. However, all colleagues must remember that safeguarding is everyone's responsibility and should adopt the 4Rs of safeguarding



4. Safer recruitment

As part of our commitment to safeguarding, we ensure that our colleague recruitment practices are robust, transparent, and designed to deter, identify, and reject individuals who may pose a risk to others.

To achieve this, we will:

- Follow a consistent and thorough recruitment process that includes appropriate pre-employment checks.
- Ensure all job descriptions and person specifications clearly outline safeguarding responsibilities.
- Require all applicants to complete a full application form and provide a detailed employment history.
- Conduct face-to-face interviews that explore candidates' suitability to work with children and vulnerable adults.
- Request references that specifically address the applicant's suitability for working in a safeguarding context.
- Carry out enhanced Disclosure and Barring Service (DBS) checks where appropriate.
- Provide safeguarding training and guidance to all new colleagues as part of their induction.

We expect all colleagues to share our commitment to safeguarding and to uphold the highest standards of professional conduct.

5. Effective governance

MTC Training is committed to maintaining the highest standards of safeguarding, governance, and organisational culture to ensure the safety, wellbeing, and protection of all individuals who engage with our services. Our governance framework is designed to uphold transparency, accountability, and compliance with statutory safeguarding responsibilities, while fostering a culture of vigilance, respect, and continuous improvement. We believe that a strong safeguarding culture is essential to creating a safe and inclusive environment where everyone feels valued, heard, and protected.

5.1 Governance responsibilities in safeguarding

The MTC Training Board holds a vital responsibility in ensuring that safeguarding is consistently integrated throughout the organisation, as outlined in Section 4 of this policy. To fulfil this responsibility:

- Board members will complete mandatory safeguarding and Prevent training on an annual basis. This ensures they remain up to date with current legislation, risks, and best practices in protecting children, young people, and vulnerable adults.
- Board members are also required to undertake annual governance training to reinforce their understanding of their strategic role, legal responsibilities, and the importance of effective oversight in safeguarding matters.

5.2 Safer recruitment and vetting

To ensure the integrity and suitability of those in governance roles:

- All non-executive directors will undergo an enhanced Disclosure and Barring Service (DBS) check prior to appointment and at regular intervals thereafter, in line with our safer recruitment policy.
- Board members will obtain enhanced security clearance appropriate to the MTC's core business operations. This ensures that individuals in strategic leadership positions meet the highest standards of trust and security.

5.3 Oversight and accountability

The MTC Training Board is responsible for:

- Monitoring the implementation and effectiveness of safeguarding policies and procedures.
- Ensuring that safeguarding is a standing agenda item at all board meetings.
- Receiving regular reports from the DSL and acting on any concerns or recommendations.

5.4 Continuous improvement

We are committed to continuous improvement in safeguarding governance. This includes:

- Regular reviews of safeguarding policies and procedures.
- External audits and evaluations where appropriate.
- Ongoing professional development for all board members.

6. Visitors to MTC Training

We welcome visitors and external speakers to our training centre as part of our commitment to providing a rich and diverse learning environment. We also recognise the need to engage external contractors to carry out maintenance and repair work within our training centres. However, the safety and wellbeing of our learners, colleagues, and visitors remain our highest priority.

To assure this, we will:

- Ensure no unsupervised contact with learners takes place unless prior safeguarding checks have been completed.
- Require all visitors to sign in and out at reception and always wear a visible visitor badge.
- Verify the identity and purpose of all visitors prior to entry.
- Confirm that contractors and external speakers are appropriately vetted and supervised while on site.

- Ensure all external speakers, visitors and contractors to agree to our safeguarding and conduct expectations in advance of any engagement.
- Confirm that any content delivered by external speakers is appropriate, inclusive, and aligned with our values. This activity will be recorded in the External Speaker Authorisation Form (APP-008-F1) in Microsoft 365 Forms/MTC Training Information Portal.
- Reserve the right to refuse entry or terminate a visit if safeguarding concerns arise.

7. Common indicators of abuse

The common indicators group by category below are signs that all colleagues should look for in our learners and those that would benefit from early help. This means taking action to support a child, young person, or vulnerable adult at the early stages of a problem.

- Physical
 - Unexplained injuries (bruises, burns, fractures)
 - Frequent or recurring injuries
 - Fearfulness or flinching when approached
 - Injuries in unusual places (e.g., back, thighs, upper arms)
 - Wearing long sleeves in hot weather to cover injuries
 - Signs of malnutrition or poor hygiene
 - Untreated medical conditions
 - Reluctance to go home or be around certain individuals
- Emotional and Behavioural
 - Sudden changes in behaviour or mood
 - Withdrawal, anxiety, or depression
 - Aggression or extreme outbursts
 - Fear of certain individuals or places
 - Low self-esteem or self-harm
 - Difficulty forming relationships
- Neglect
 - Constant hunger or tiredness
 - Poor personal hygiene
 - Inappropriate clothing for weather
 - Frequent absences from training
 - Lack of medical or dental care
 - Developmental delays
 - Low self-esteem or withdrawn behaviour

- Sexual Abuse
 - Inappropriate sexual knowledge or behaviour for age
 - Sexually inappropriate behaviour
 - Sudden changes in behaviour
 - Sexual transmitted infections or pregnancy
 - Avoidance of being alone with certain people
 - Sudden changes in dress or appearance
 - Disclosure of sexual abuse
- Financial or Material Abuse
 - Unexplained loss of money or possessions
 - Sudden changes in financial circumstances
 - Reluctance to discuss finances
 - Unpaid bills or lack of basic necessities
- Psychological Abuse
 - Intimidation, threats, or controlling behaviour
 - Low self-esteem or self-worth
 - Anxiety, depression, or PTSD
 - Isolation from friends or family
 - Fearfulness or nervousness
 - Difficulty trusting others or forming relationships
 - Confusion or disorientation

- Child-on-Child Abuse

Child-on-child abuse refers to any form of abuse that occurs between children or young people. It includes:

- Physical abuse (e.g. hitting, kicking)
- Sexual abuse or harassment
- Emotional abuse
- Bullying (including cyberbullying)
- Coercive control
- Exploitation
- Hazing/initiation rituals

This abuse can occur in both intimate and non-intimate relationships, and it is recognised as being harmful to both the victim and the perpetrator. Children who harm others may also have complex needs or vulnerabilities

- Organisational Abuse
 - A culture where individual needs and rights are overlooked for the convenience of the organisation.
 - Abuse that may be unintentional, resulting from routine practices or lack of training.
 - Harm caused by neglect, rigid routines, lack of dignity, or inappropriate use of authority or procedures.
- Online Abuse
 - Harassment or threats
 - Hate speech
 - Online sexual exploitation
 - Emotional abuse through digital platforms
 - It can happen on social media, messaging apps, gaming platforms, or any online space
- Cyberbullying
 - Sending threatening or abusive messages
 - Spreading rumours or lies online
 - Sharing embarrassing images or videos
 - Excluding someone from online groups or activities
- Grooming
 - Gaining trust through messaging or social media
 - Manipulating or coercing the child into sharing personal or sexual content
 - Arranging to meet in person with the intent to harm

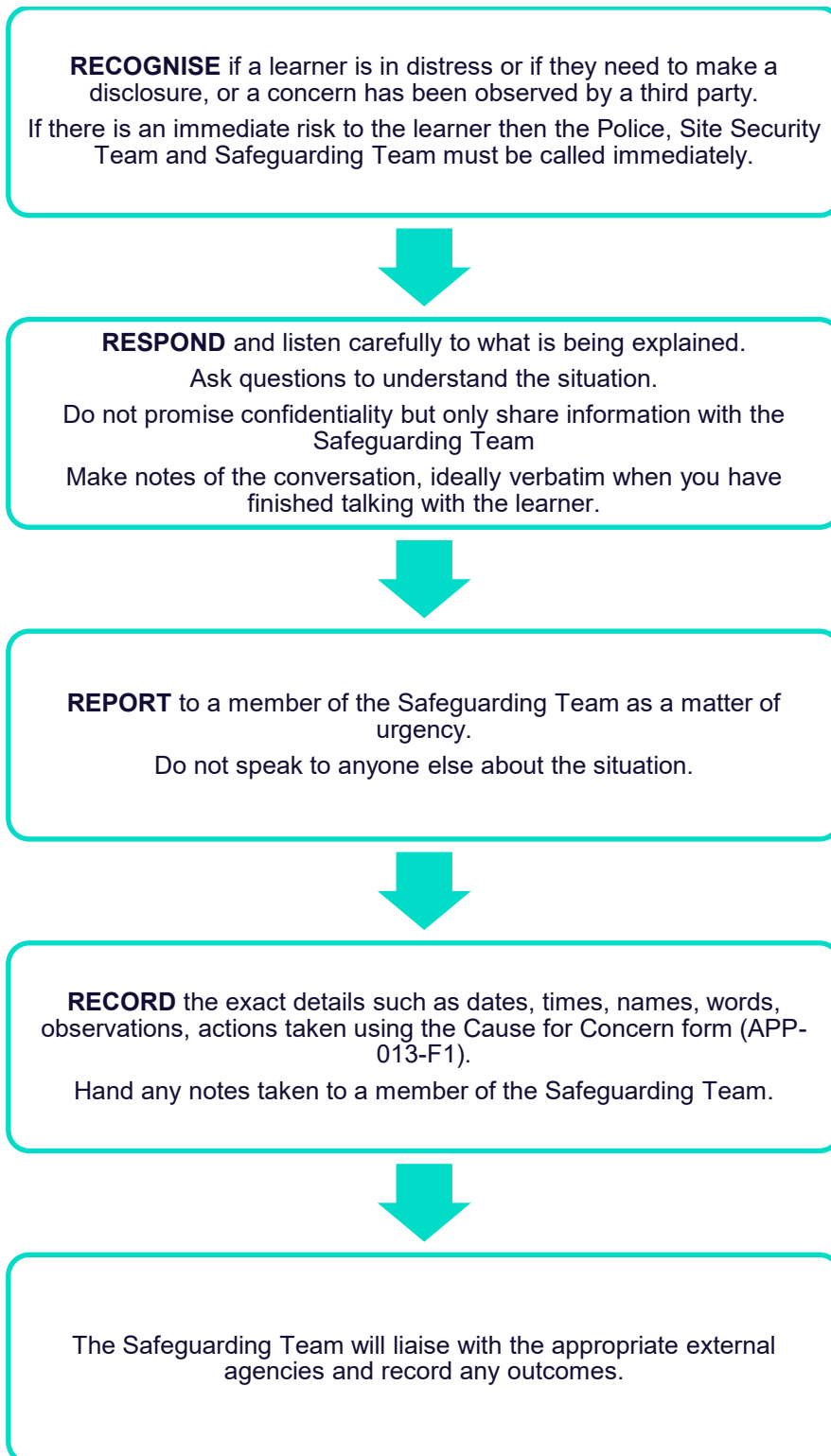
The above list is not exhaustive. Should colleagues or learners identify any other issue that may raise concern, they are expected to report it in accordance with the procedures outlined in this Policy. In all cases colleagues should speak to the DSL, DDSL or a member of the Safeguarding Team for further advice.

8. Reporting processes

8.1 Process for dealing with concerns, suspicions or disclosures of harm or abuse, neglect or exploitation

All safeguarding concerns must be reported promptly using the Cause for Concern form (App-013-F1), available on the MTC Training Information Portal. Completed forms should be submitted to the DSL and DDSL for the relevant centre.

The process that must be adopted:

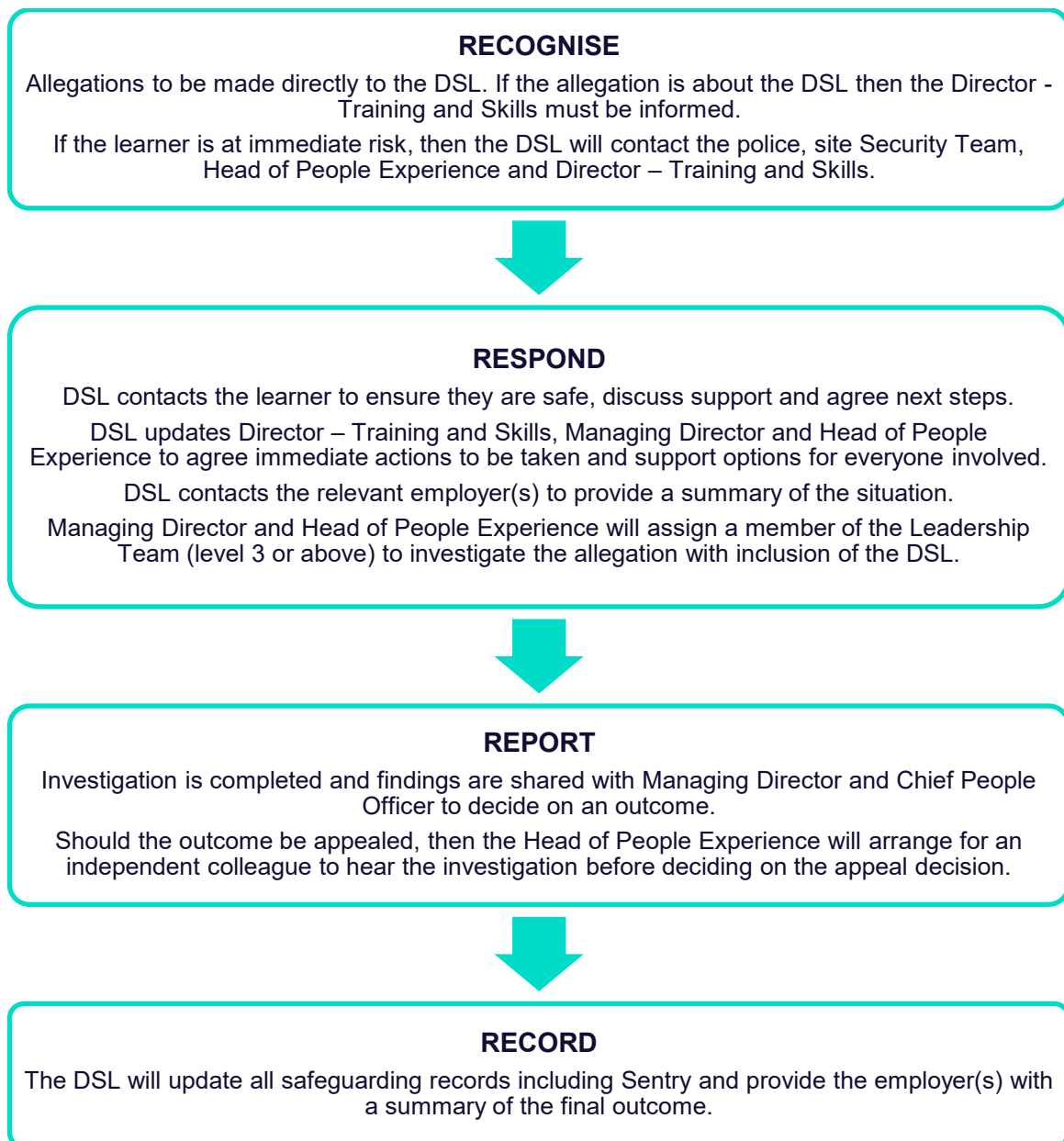


8.2 Process for managing allegations made against MTC Training colleagues

This process illustrated below applies to all learners studying with MTC Training, current contracted colleagues, and members of the Board. For this process the term 'colleagues' refers to any person directly employed by MTC Operations Ltd or its subsidiaries. Any allegations against colleagues who are no longer employed by MTC Training will be referred to the Police and the Local Authority Designated Officer (LADO).

Due to the frequent contact with young people and vulnerable adults, colleagues in MTC Training may have allegations of abuse made against them and, in rare instances, such allegations may be true. MTC Training recognises that an allegation of abuse may be made for a variety of reasons and that the facts of the allegation may or may not be true. Therefore, it is imperative that those who are managing allegations maintain an open mind and those investigations are completed thoroughly and promptly with consideration of the following points:

- The safety and welfare of the learner.
- Support for all people directly involved.
- A fair and thorough investigation process.



9. Digital and online safety

9.1 Commitment

MTC Training is committed to ensuring the safety and wellbeing of all learners when engaging with digital technologies. We recognise the potential risks associated with online activity, including exposure to inappropriate content, cyberbullying, grooming, and exploitation. To mitigate these risks, we promote responsible and respectful online behaviour, provide guidance on safe internet use, and implement appropriate filtering and monitoring systems. All learners and colleagues are expected to adhere to our online safety protocols, and any concerns or incidents must be reported and addressed in line with our safeguarding procedures.

9.2 Instruction

Learners and colleagues will receive instruction on safe use of digital technologies upon commencing with MTC Training. This instruction will be delivered by colleagues from Digital Services.

9.3 Monitoring

To help keep learners and colleagues safe online, MTC Training uses filtering and monitoring software. This technology blocks access to harmful or inappropriate content and flags concerning online activity that may pose a safeguarding risk.

Monitoring alerts are raised by Digital Services Team and reviewed by the DSL, and appropriate action is taken in line with our safeguarding procedures. These systems are regularly updated to remain effective and compliant with legal and regulatory requirements.

All users are made aware of this induction, and monitoring is carried out in a way that respects privacy while prioritising safety.

Annually, the DSL and Head of IT Infrastructure & Operations will complete the Filtering and Monitoring Declaration (see Appendix 2) for review by the MTC Training managing Director.

10. Use of Artificial Intelligence (AI)

We acknowledge the growing impact of AI in enhancing teaching, learning, and administrative functions. At the same time, we recognise that the use of AI carries potential risks, including, but not limited to, the following:

- Disinformation, bias and discrimination
- Lack of ethical framework
- Data protection and privacy issues
- Sexual abuse of children and vulnerable adults
- Cybercrime and fraud
- Lack of regulation

While AI can offer significant benefits, we are committed to ensuring its use upholds the highest standards of safeguarding.

We commit to the following principles:

- **Child-Centred Approach:** AI must never replace human judgement in safeguarding decisions. Any AI tools used must support, not substitute, professional responsibility and care.
- **Safeguarding Oversight:** The DSL will be consulted on any AI implementation that could impact learner welfare or safety.

- **Transparency and Accountability:** Colleagues, learners, and parents/carers will be informed when AI is used in ways that affect learning, behaviour monitoring, or personal data.
- **Data Protection and Privacy:** All AI systems must comply with the UK GDPR and Data Protection Act 2018, and relevant MTC policies. We will conduct Data Protection Impact Assessments (DPIAs) before deploying AI tools that process personal or sensitive data.
- **Bias and Fairness:** We will assess AI tools for potential bias, especially where they influence educational outcomes, behaviour tracking, or safeguarding alerts.
- **Colleague Training:** All colleagues will receive appropriate training to understand the implications of AI use and how to identify and report concerns related to its misuse.

This policy aligns with guidance from the Department for Education, the Information Commissioner's Office, and the UK Government's AI Safety Institute.

11. Photography and images

While most individuals who take or view photographs or videos of learners including children and young people do so for genuine and appropriate reasons, it is important to acknowledge that images can be misused. To safeguard our learners, we have clear measures in place to ensure their protection.

To protect learners, we will:

- Obtain consent from learners before taking or publishing photographs (e.g. on our website, or on social media).
- Seek parental or carer consent where appropriate.
- Ensure learners are suitably dressed in all images.
- Encourage learners to speak to MTC Training colleagues if they feel uncomfortable or concerned about any photographs taken of them.
- Ensure that all identification badges are removed prior to photos being taken.

12. Monitoring and review

12.1 Quarterly

The DSL, DDSLs and Safeguarding Committee will review safeguarding incidents for trend analysis and any changes to legislation to inform policy change.

The DSL will submit a quarterly report on open safeguarding concerns to the MTC Training Board via the Director – Training and Skills who includes within the update report from Delivery.

12.2 Annually

The DSL, DDSLs and Safeguarding Committee will review the Safeguarding policy and associated procedures on an annual basis.

The DSL will submit an annual report on safeguarding incidents and any changes to practice or team structure to the MTC Training Board.

13. Legal Frameworks, Guidance and Internal Policy

13.1 Legal Frameworks and Guidance

This policy has been developed in accordance with legislation and guidance designed to safeguard learners, including:

- Children Acts 1989 and 2006
- The Education Act 2011
- The Education and Training (Welfare of Children) Act 2021
- Data Protection Act 2018
- Human Rights Act 1998
- Sexual Offences Act 2003
- Voyeurism (Offences) Act 2019
- Domestic Abuse Act 2021
- 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 2024
- Sexual Violence and Sexual Harassment between children in schools and colleges 2021
- Counter-Terrorism and Security Act 2015
- Prevent Duty guidance: England and Wales 2023
- Working Together to Safeguard Children December 2023
- 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

- Meeting digital and technology standards in schools and colleges 2025
- Cyber security standards for schools and colleges 2025

13.2 Internal Policy and Procedures

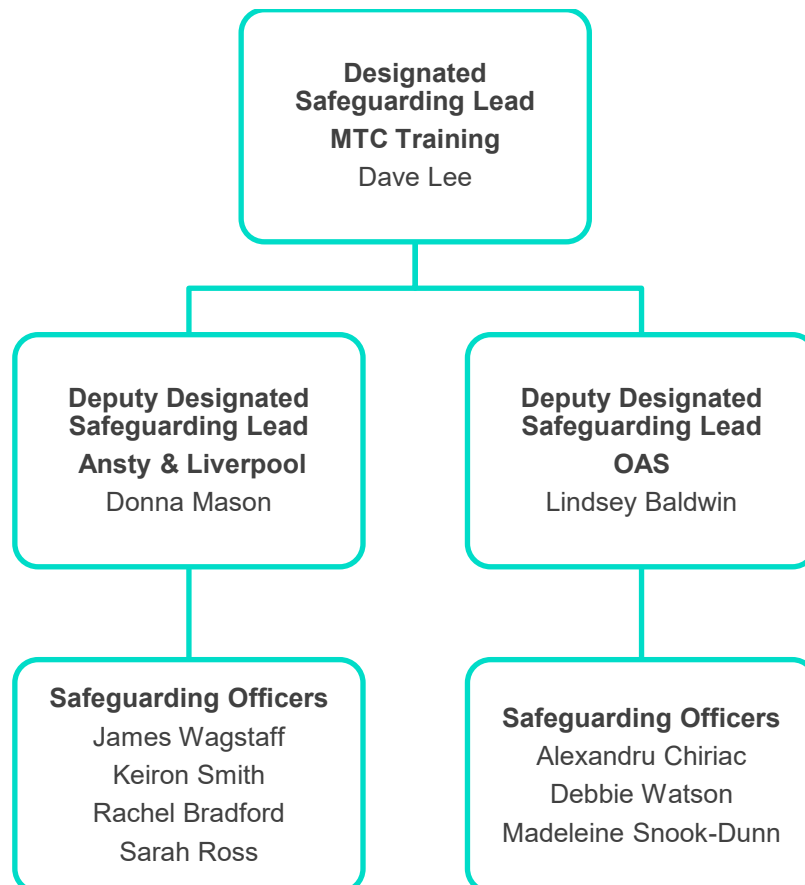
This policy should be read alongside our policies and procedures on:

- Colleague Code of Conduct
- Learner Code of Conduct
- Third Party Code of Conduct
- Prevent
- Safer recruitment
- Safeguarding Committee Terms of Reference
- E-safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and Safety
- IT Security policy

14. Appendix 1: Key contact details

14.1 MTC Training Safeguarding Team

Details of the Safeguarding Team are also available on the MTC Training Information Portal, along with additional Safeguarding, Prevent and Wellbeing resources for colleagues.



Email: safeguarding@the-mtc.org

24 Hour Safeguarding Hotline: 02476701635

14.2 External agencies

The DSL or DDSLs will be the point of contact with any external agencies for any safeguarding incidents.

14.2.1 Coventry

Coventry Safeguarding Children Partnership and Adult Safeguarding Board	<ul style="list-style-type: none">– Email: CoventryCSCP@coventry.gov.uk– Tel: 02476975477
Coventry City Council Multi Agency Safeguarding Hub (MASH):	<ul style="list-style-type: none">– Email: mash@coventry.gov.uk– Tel: 02476788555
Coventry Safeguarding Adults Board:	<ul style="list-style-type: none">– Email: CoventrySAB@coventry.gov.uk– Tel: 02476796477
West Midlands Police Child Abuse Investigation Unit:	<ul style="list-style-type: none">– Tel: 02476539044
West Midlands Police safeguarding Adult Services:	<ul style="list-style-type: none">– Tel: 0121 101 EXT: 8811 3255/3226/3278

14.2.2 OAS

Oxford Safeguarding Children Board:	<ul style="list-style-type: none">– Email: oscb@oxfordshire.gov.uk
Oxfordshire County Council Multi Agency Safeguarding Hub (MASH):	<ul style="list-style-type: none">– Email: mash-children@oxfordshire.gov.uk– Tel: 03450507666
Oxfordshire Safeguarding Adults Board	<ul style="list-style-type: none">– Email: mash-children@oxfordshire.gov.uk– Tel: 03450507666 or 0800833408 (out of office hours)

14.2.3 Liverpool

Liverpool Safeguarding Children Partnership:	<ul style="list-style-type: none">– Tel: 01512330493/0510
Liverpool Children's Services Careline:	<ul style="list-style-type: none">– Tel: 01512333700
Liverpool Children's Advice & Support Service (CASS):	<ul style="list-style-type: none">– Tel: 01514592606

Liverpool Children at Risk (MARF referrals)	<ul style="list-style-type: none"> - Tel: 01514592606 - Online referral Children at risk (MARF referrals) - Liverpool City Council
Liverpool Safeguarding Adults:	<ul style="list-style-type: none"> - Tel: 01512332800
Merseyside Police:	<ul style="list-style-type: none"> - Tel: 01512256651 - Website: http://www.merseyside.police.uk/

15. Appendix 2: Process for meeting digital and technology standards



Annual Filtering and Monitoring Declaration for 2025/26

This declaration is to confirm that MTC Training meets the digital and technical standards for schools and colleges as published on 23 March 2022, updated 20 May 2024.

The declaration is completed on an annual basis unless a specific safeguarding risk has been identified, any changes to related working practices or any new technology has been introduced. This will all be summarised in section XX of the table below.

Section 1: Summary of provision	
Section 2: Summary of risk assessment and mitigation	
Section 3a: Technical filtering details	
Name of filtering provider	
Is a member of Internet Watch Foundation (IWF)	Choose an item.
Signed up to Counter-Terrorism Internet Referral Unit list (CITRU)	Choose an item.
Is blocking access to illegal content including child sexual abuse material (CSAM)	Choose an item.
Section 3b: Confirmation	
Filters all internet feeds, including any backup connections	Choose an item.
Is age and ability appropriate for the users, and be suitable for educational settings	Choose an item.
Handles multilingual web content, images, common misspellings and abbreviations	Choose an item.
Identifies technologies and techniques that allow users to get around the filtering such as VPNs and proxy services and block them	Choose an item.
Provides alerts when any web content has been blocked	Choose an item.
Provides filtering on mobile or app technologies	Choose an item.
Section 4: Technical monitoring	
We physically monitor screens of users where possible	Choose an item.
We supervise on a console with device management software	Choose an item.
We monitor network using log files of internet traffic and web access	Choose an item.
We monitor individual devices through software or third-party services	Choose an item.
Section 5: Comments (if required)	
Click or tap here to enter text.	

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Section 6: Confirmation		
MTC IT Colleague		
Name:	Click or tap here to enter text.	Signature:
Role:	Click or tap here to enter text.	
Date:	Click or tap to enter a date.	
MTC Training Colleague		
Name:	Click or tap here to enter text.	Signature:
Role:	Click or tap here to enter text.	
Date:	Click or tap to enter a date.	
SLT Colleague		
Name:	Click or tap here to enter text.	Signature:
Role:	Click or tap here to enter text.	
Date:	Click or tap to enter a date.	

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16. Appendix 3: Glossary of terms

Term	Definition
Abuse	A form of maltreatment, including physical, emotional, sexual abuse, and neglect.
Allegation	A claim or assertion that someone may have caused harm or posed a risk to others.
CCE	Child Criminal Exploitation. When children are manipulated or coerced into criminal activity.
Child Protection	A part of safeguarding focused on protecting children and young people from abuse and neglect.
Child trafficking	Where a person under the age of 18 years old has been recruited, is transported / transferred or is being harboured.
Children	In England a child is defined as anyone who has not yet reached their 18th birthday.
Contextual safeguarding	An approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the relationships young people form in their neighbourhoods, schools, peer groups, and online can expose them to violence and abuse.
County Lines	Criminal exploitation where gangs use children or vulnerable adults to transport drugs.
CSE	Child Sexual Exploitation. A form of sexual abuse where children are exploited for sexual purposes.
CSE	Child Sexual Exploitation
Disclosure	When a child or vulnerable adult shares information about abuse or harm they are experiencing.
Domestic Abuse	Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality
FGM	Female Genital Mutilation. A form of abuse involving the partial or total removal of female genitalia for non-medical reasons.
Forced Marriage	A Forced marriage is when a person is likely to face physical pressure such as threats, physical or sexual violence or emotional/psychological pressure.
Honour-based violence	A crime or incident which may have been committed to protect or defend the honour of the family and/or the community when it is believed a person has shamed the family and/or the 14 community by breaking the honour code.
Incel	A sub-culture community of men who forge a sense of identity around their perceived inability to form sexual or romantic relationships.
LADO	Local Authority Designated Officer. Responsible for managing and overseeing allegations made against adults who work with children.
Looksmaxxing	The pursuit of maximising one's physical appearance. This trend is often focused on males. At its shallowest end, the trend involves positive steps such as basic self-care instruction, personal grooming advice and physical training motivation. However, the escalation ladder can lead to increasingly dangerous advice which can impact on mental and physical health.
MACE	Multi-Agency Child Exploitation. Used by local safeguarding partnerships to coordinate responses to children and young people at risk.

MASH	Multi-Agency Safeguarding Hub. A collaborative approach where representatives from key agencies work together on safeguarding concerns.
Neglect	The persistent failure to meet a child or vulnerable adult's basic physical and/or psychological need.
Position of trust	Describes roles where an adult has regular and direct contact with children or young people, often in a context of authority, influence, or responsibility.
Prevent Duty	A legal duty on schools and colleges to prevent people from being drawn into terrorism.
Radicalisation	The process by which individuals come to support terrorism or extremist ideologies.
Safeguarding	Protecting individuals' health, wellbeing, and human rights, and enabling them to live free from harm.
Safeguarding children	Defined in Working together to safeguard children 2023 as: <ul style="list-style-type: none"> - protecting children from maltreatment - preventing impairment of children's health or development - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care - taking action to enable all children to have the best outcomes
Safeguarding vulnerable adults	Defined in the Care and support statutory guidance issued under the Care Act 2014 as: <ul style="list-style-type: none"> - protecting the rights of adults to live in safety, free from abuse and neglect - people and organisations working together to prevent and stop both the risks and experience of abuse or neglect - people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action - recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being
Safer Recruitment	Procedures to ensure colleagues and volunteers are suitable to work with children and vulnerable adults.
Self-harm	When somebody intentionally damages or injures their body. Also described as a "physical expression of emotional distress".
Toxic trio	Refers to three interlinked risk factors that are commonly found in cases where children and young people are at risk of harm. These are: Domestic Abuse, Parental Mental Ill Health and Parental Substance Misuse.
Upskirting	Where someone takes a picture under a person's clothing without their permission.
Whistleblowing	Reporting concerns about the behaviour of colleagues or the organisation in relation to safeguarding.
Youth produced sexual imagery	Refers to situations where a person under the age of 18 creates, shares, or possesses sexual images or videos of themselves or another young person. It is often referred to as "sexting".

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