

ITE Safeguarding Procedure

Document Control Table

Document title:		Initial Teacher Education Safeguarding Procedure	
Author (name & job title):		Emily Beach, Head of Faculty ITE	
Version Number		4	
Date Approved		September 2025	
Approved By		Executive Director Programmes	
Date of Next Review		September 2026	
Document History			
Version	Date	Author	Note of revisions
1	Sept 2023	Emily Beach	Policy created.
2	Sept 2024	Emily Beach	Review of policy.
3	Sept 2025	Reuben Moore	Review Updates to contact details. Inclusion of Prevent duty Clarification on referral and flow chart added Inclusion of low-level concerns.

ITE Safeguarding Procedure

1. Introduction

- 1.1 The National Institute of Teaching (NIoT) is committed to the safety and wellbeing of children, participants, facilitators, and staff in relation to the delivery of its programmes. We recognise that we have a social, moral and legal obligation to safeguard the wellbeing and safety of all involved in NIoT activities, whether programmes are conducted in person or online.
- 1.2 The NIoT's Safeguarding policy is comprehensive and regularly checked against legislation. For ease of reference, please find here: [NIoT Safeguarding policy](#).
- 1.3 All trainees and apprentices should adopt the policy and implement its guidance.
- 1.4 Whilst in school, trainees and apprentices should ensure that their host school safeguarding policy is meticulously adhered to, for example, the use of process and documentation.
- 1.5 Throughout this document, we will use the following definitions:
 - Pupils: all children up to the age of 18 who may encounter facilitators, staff and participants involved in NIoT programmes in the schools they attend.
 - Participants: all adults on NIoT training programmes. **At times we will refer to trainees separately. This will refer to self-funded trainees who are not employed by a school.**
 - Apprentice: A teacher on an ITE training route that is employed by the school.
 - Facilitators: all adults with programme delivery responsibility who are **not** employees of the National Institute of Teaching (NIoT) or employees of Associate Colleges.
 - School: educational settings responsible for children, including those in the early years.
 - Associate College: these are partners of the NIoT designated under contract to deliver NIoT programmes. Associate Colleges may employ staff or facilitators to deliver programmes.
 - Regional Principal: central NIoT staff role. There are five NIoT Regional Principals: Regional Principal for the North and East, Regional Principal for the North and West, Regional Principals for the East, South and London, and Regional Principal for the South and West.
 - Head teacher: the leader with overall accountability for the school including the main placement or contrasting school placement for trainees and apprentices. They have responsibility for ensuring trainees/apprentices receive school based safeguarding training as part of their initial induction in order to safeguard children and young people.
 - Mentor: The teacher appointed in a placement school to support trainees/apprentices.

- Managing Mentor: The senior leader responsible for the quality of mentoring and teacher training in the school.
- Designated Safeguarding Lead (DSL). This refers to the campus DSL often the Regional Principal or the DSL for the Associate College.
- School DSL: This refers to the DSL of the placement or contrasting school.

2. Training

- 2.1 Trainees and apprentices are given training in safeguarding during Flying Start in July before beginning in school in September. This is revisited in early September to encompass updates to Keeping Children Safe in Education (KCSIE).
- 2.2 Trainees and apprentices must ensure that they have also engaged with the safeguarding policy and procedures in their placement school. They confirm in writing when this has been completed.
- 2.3 All trainees and apprentices complete online modules before September on safeguarding and Prevent.
- 2.4 The NIoT's spiral curriculum will ensure that trainees return to their safeguarding responsibilities throughout the year.
- 2.5 The NIoT and its Associate College will quality assure that a compliant induction has been provided through the review of the Trainee Induction and Training Form and the first tutor visit to the school.
- 2.6 Training for employees at NIoT and the Associate College takes place at least annually. Facilitators are provided with a briefing when they join and annually on the policy, process and procedures.

3. A concern is raised about an ITE trainee (including from another trainee)

- 3.1 The NIoT will follow the procedures for dealing with concerns and/or allegations against those working in or on behalf of schools and colleges in paid or unpaid capacity. This includes trainees, as outlined in KCSIE 2025 Part Four. Those who are subject to an allegation or concern have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, trainees or apprentices may be suspended where this is deemed to be the best way to ensure that children are protected.
- 3.2 This part of the guidance has two sections covering the two levels of allegations/concern:
 - Allegations that may meet the harms threshold
 - Allegations/concerns that do not meet the harms threshold. This is referred to as 'low level concerns'

- 3.3 Staff and facilitators (including other trainees) who are concerned about the conduct of a trainee or apprentice towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation, and they will wonder whether a report could jeopardise the colleague's career. All staff must remember that the welfare of the child is paramount. Colleagues should follow the procedures detailed in Keeping Children Safe in Education 2025 and the local arrangements for managing allegations as outlined below. Staff must not question the child or the alleged perpetrator.

3.4 **Procedure**

When an allegation is made or concern raised regarding a trainee apprentice or mentor, set procedures must be followed:

- If the concern raised is in a placement school regarding a child, then the school DSL must be informed, and they will be the investigating officer. The NIoT or Associate College DSL should be **informed** by the school using the [NIoT Safeguarding Referral Form](#).
- If the concern raised takes place at an NIoT or Associate College event, then the appropriate DSL for the campus or Associate College should be informed through the [NIoT Safeguarding Referral Form](#).
- The appropriate DSL will investigate and make a referral to the Local Authority Designated Officer (LADO) where the concern was raised.
- The LADO will decide if the concern meets the harm threshold.

If the concern does meet the harm threshold

- If the concern **does meet the harm threshold**, the LADO will take on the case for further investigation and engage the DSL who reported it.
- After the conclusion of the investigation, the LADO will agree the appropriate action and the trainee/apprentice will be informed.
- If the LADO deems it appropriate, the relevant DSL will refer cases to the Disclosure and Barring Service (DBS) where a trainee has been removed from the programme following substantiated concerns or allegations, they posed a risk to a child, in accordance with relevant legislation and guidance.

If the concern does not meet the harm threshold

- If the concern **does not meet the harm threshold**, the LADO will refer it back to the DSL who reported with recommended action.
- The referring DSL will then do any further investigation and conclude on the appropriate action based on the outcome. Regardless of the outcome it will be logged as a low-level concern.
- This could include but is not limited to discussion, training or referral to fitness to practice procedures.

- 3.5 In all cases, an investigation report will be compiled (please see Appendix A). The NIoT or Associate College DSL should monitor the progress of cases to ensure that they are dealt with as quickly as possible via a thorough and fair process.
- 3.6 Following the initial report of the concern, it is important to support and monitor the trainee or apprentice. As part of this process, the DSL will offer frequent wellbeing checks and signpost the trainee to the Employee Assistance Programme, Bupa.
- 3.7 Trainees and apprentices who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, trainees or apprentices may be suspended where this is deemed to be the best way to ensure that children are protected.
- 3.8 If staff or trainees are concerned about the risk of radicalisation posed by other staff or trainees, they should report concerns using the referral form [NIoT Safeguarding Referral Form](#). This allows those at risk of being radicalised to have their views challenged where appropriate and receive suitable support.

4. A concern is raised about a mentor or member of school staff by a trainee or apprentice

- 4.1 These concerns should be highlighted to the School DSL or the Headteacher if the concern is about the DSL. It will then follow the school's safeguarding procedure.
- 4.2 If a concern is raised about an employee of NIoT or its Associate Colleges, then the NIoT Safeguarding policy should be followed and a [NIoT Safeguarding Referral Form](#) should be completed.

5. Concerns about a trainee's safety and/or wellbeing

- 5.1 Should any person connected with the trainee or apprentice (including staff of NIoT or Associate Colleges) have a **serious concern** for the safety or wellbeing of a trainee or apprentice, the following procedure should be followed:
- If the concern is raised by a member of staff in school, then the member of staff should adhere to the school-based safeguarding procedure **and** be reported to the NIoT or Associate College as soon as possible through the [NIoT Safeguarding Referral Form](#).
 - If the trainee or apprentice is not in school (for example attending with NIoT or Associate College), this should be reported to the Regional DSL or Associate College DSL via the [NIoT Safeguarding Referral Form](#) or by telephone or email. The trainee's emergency contact should be contacted and informed of the situation if the trainee themselves cannot be contacted.

- The Student Support and Welfare Manager will review the safeguarding referral form should it pertain to the safety and welfare of a trainee and will liaise with the DSL about next steps regarding support of that trainee.
- If a crime has been committed or if there is a real risk of imminent harm to the trainee or apprentice, concerns should be shared with the police immediately.
- Trainees or apprentices should not be sent home until there is a suitable plan in place for their welfare.
- If a colleague raises a concern about a trainee's welfare which isn't deemed an immediate risk, then a meeting should be held with the trainee and the Regional Head of ITE or Associate College Head of ITE so that support can be identified and signposted. The meeting should be documented using the 1:1 proforma and held in the trainee's personnel file.

6. Low-level concerns

- 6.1 All those associated with NIoT share a collective responsibility to ensure that all concerns about adults working in or on behalf of the NIoT as well as trainees and apprentices are dealt with promptly and appropriately. This includes concerns around radicalisation.
- 6.2 It is important that low-level concerns are shared as this helps to create and embed a culture of openness, trust, and transparency in which the behaviours expected of everyone are constantly lived and monitored.
- 6.3 A low-level safeguarding concern does not mean that it is insignificant, it means that the behaviour towards a child or vulnerable adult does not meet the harm threshold as set out in Keeping Children Safe in Education.
- 6.4 A low-level concern is any concern, a sense of unease, or a nagging doubt that a trainee, apprentice or other adult may have acted in a way that:
 - Is inconsistent with employee expectations or professional standards for teachers including inappropriate conduct outside of work including radicalisation.
 - Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO
- 6.5 Examples could include:
 - Being over-friendly with children
 - Having favourites
 - Taking photographs of children on their mobile phone
 - Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
 - Using inappropriate language
 - Humiliating students
 - Comments that support terrorism and extremist ideologies

- 6.6 A low-level concern may arise in several ways and from several sources, for example, suspicion, complaint, disclosure made by a child, parent, or other adults within or outside the organisation or as a result of vetting checks undertaken.
- 6.7 Where low-level concerns exist, these should be shared with the Regional Head of ITE or AC Head of ITE as soon as possible and in any event within 24 hours through the [NIoT Safeguarding Referral Form](#). The Regional Head of ITE will consult with the NIoT DSL and School DSL and determine whether the report represents a low-level concern, or a concern which potentially meets the harm threshold. If the latter, the matter should be dealt with as above.
- 6.8 If the concern is confirmed to be low level, the Regional Head of ITE will allocate an appropriate person to promptly investigate. This may include someone within the placement school or NIoT depending on the nature of the issue raised.
- 6.9 As much information as possible should be collected by speaking to the person who raised the concern, the individual concerned and any witnesses, retaining a written record of all conversations.
- 6.10 The information collected will enable the concern to be categorised and determine next steps. In many cases a low-level concern will require a conversation with the individual setting out why the behaviour has been concerning, what change is required, and exploration of whether any support or training is needed to make the required change.
- 6.11 If a low-level concern raises issues of potential misconduct or capability, this should be referred to the Head of Faculty for a decision on next steps.
- 6.12 The low-level concern and the outcome of investigations should be recorded in a confidential file and held securely according to the law.
The record should include:
- Details of the concern
 - Context in which the concern arose
 - Action taken
 - Rationale for the decisions and actions taken
 - The name of the individual sharing the concern should be noted. If the individual wishes to remain anonymous, that should be respected as far as reasonably possible.
- 6.13 It should also be recorded securely and confidentially in the low-level concerns log with an outcome and resolution.
- 6.14 The individual sharing the concern and the trainee or apprentice who is the subject of the concern should be informed of the outcome.
- 6.15 Records should be securely stored and reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where multiple

low-level concerns have been shared about the same individual, these should be stored in chronological order.

- 6.16 Where such a pattern of behaviour is identified, a course of action should be agreed with the Designated Safeguarding Lead for the campus or Associate College who will take advice from Head of Faculty and Registrar. Where the concern moves to become a concern which meets the harm threshold, the LADO will be contacted by the Designated Safeguarding Lead for the region or AC.

7. Who to contact

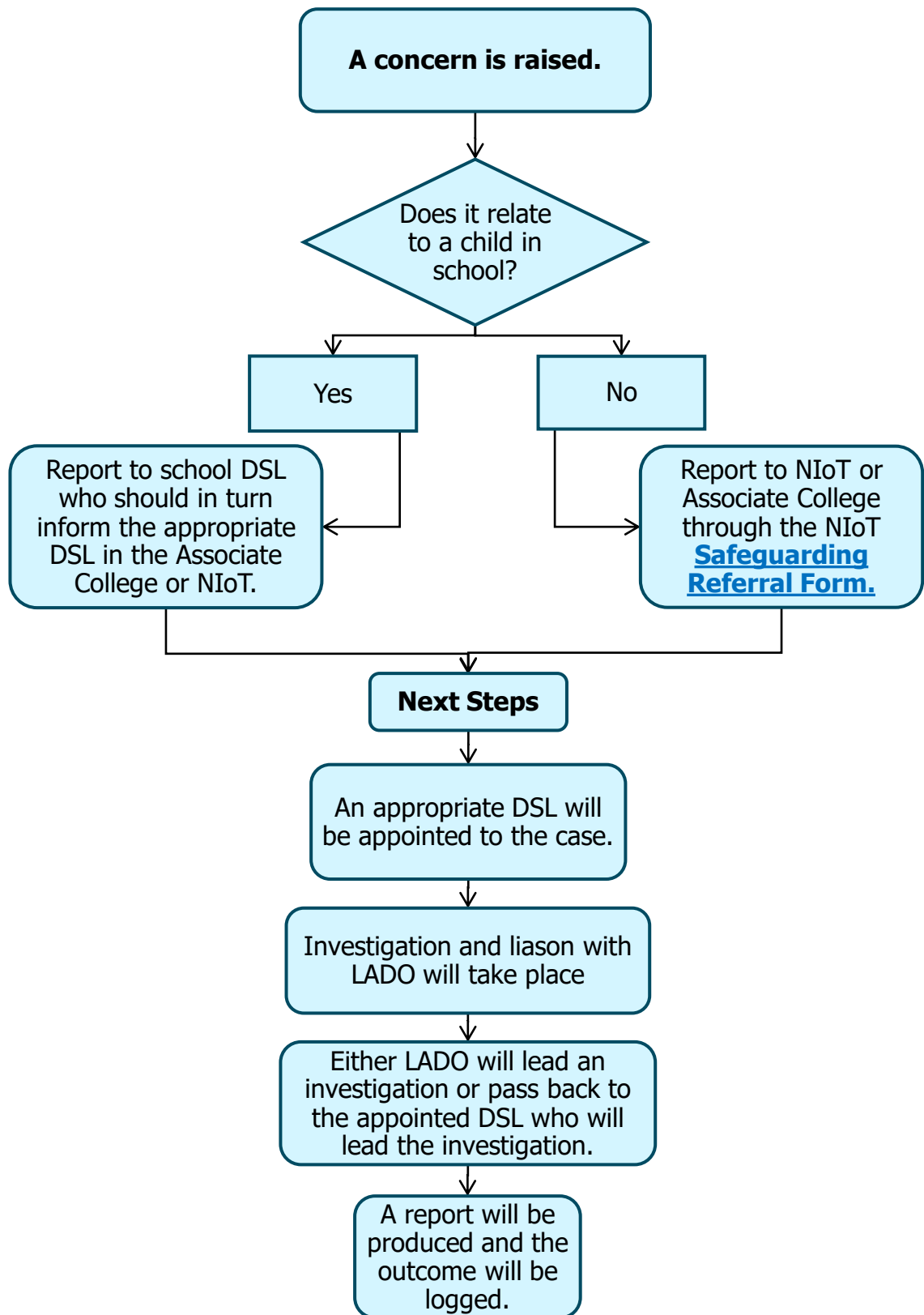
- 7.1 In all instances an [NIoT Safeguarding Referral Form](#) should be completed and this will trigger an alert to the appropriate DSL in the campus or Associate College. If there is any problem with the form or you have not received a response within twenty-four hours, then the person reporting should contact the appropriate DSL as outlined in the table below.

Region	Founding MAT and Associate College(s)	Name of DSL	Email Address
North and East	Outwood; NELT; Trinity; DRET; LearnAT	Tristan Kirkpatrick	t.kirkpatrick@niot.org.uk
North and West	Star; Ormiston North, Laurus	Sophie Backen	s.backen@niot.org.uk
South and South West	Oasis; Whitehorse; Ormiston West; Kernow; Windsor	Jenny Sutton	j.sutton@niot.org.uk
East, South and London	Harris; Inspiration; Pen Green; Alban; Ormiston South, Unity, Leo	Shona Findley	s.findley@niot.org.uk
NIoT DSL	NA	Reuben Moore	r.Moore@niot.org.uk
NIoT Prevent Lead		Amrit Singh	a.singh@niot.org.uk

8. Signposting

- 8.1 In an emergency, or if trainees/apprentices don't feel safe, they should go to accident and emergency (A&E), or call 999 for an ambulance.
- 8.2 <https://www.nhs.uk/nhs-services/mental-health-services/how-to-find-local-mental-health-services/> If a trainee is identified as high risk regarding their mental health and wellbeing, then Safeguarding Leads should consider an active referral into an NHS Mental Health Crisis Service. This can be found on the [NHS website](#). Further advice and support can be obtained from the Student Support and Welfare Manager: studentsupport@niot.org.uk.
- 8.3 If trainees or apprentices are not in need of immediate medical treatment and unsure what the best option is, they can call NHS 111 who can advise.
- 8.4 Trainees can also contact Student Support by emailing studentsupport@niot.org.uk or completing the referral form: <https://forms.office.com/e/cqQwUKQncM>
- 8.5 Many trainees/apprentices find it helpful to call a listening service:
- Samaritans call 116123 (24 hours, 365 days a year)
 - Papyrus call Hopeline UK 0800 068 41 41 (9am-midnight, every day)
- 8.6 In addition, trainees/apprentices are able to access the NIOT's Employment Assistance Programme: Bupa (citing The National Institute of Teaching) on: 0800 269616 and/or The Education Support Partnership on: 0800 0562561.
- 8.7 We also strongly recommend seeing a GP as soon as possible.

Flow Chart for referral



Appendix A: Confidential Investigation Report

Confidential Investigation Report

Department:	Lead for Investigation:	Date of Investigation Launch:
Summary of the Allegation / Issue:		
Which policy does this investigation and report fall under. Please delete as appropriate.	Fitness to Practise Fitness to Study Disciplinary Safeguarding Grievance	
Name of person who notified about the issue (if appropriate):	Job Title:	Date this was passed on:
Name of person subject to investigation:	Job Title:	Date the issue occurred:
Have BUPA EAP details been shared with the person being investigated?	Yes / No (delete as appropriate)	Date details shared:
Is the person under investigation suspended from duties?	Yes / No (delete as appropriate)	Date suspension commenced: Authorised by:
Is LADO involved?	Yes / No (delete as appropriate)	Name of LADO / Local Authority: Contact details:
Are any other external agencies involved in this	Yes / No (delete as appropriate)	Name and summary of involvement:

issue? E.g. Police, Social Services etc		Contact details:
Is the person under investigation currently in work / on programme? E.g. are they absent with ill health?	Yes / No (delete as appropriate)	Reason for absence: Date absence commenced:
How did the issue come to light?		
Have there been any previous concerns raised and if so, summarise and include any actions taken.		
What specific concerns are subject to investigation? (Use bullet points to concisely list)	<ul style="list-style-type: none"> 	
How has the issue been investigated? Place a summary and links to relevant accompanying documents in the corresponding box.	Summary: Supporting Documents:	
List of witnesses / individuals that have supported or were involved in the investigation process:		
Does the person under investigation already have a Risk Assessment or Reasonable Adjustment Plan in place?	Yes / No (delete as appropriate) Summary of plan (if relevant to the investigation)	
Findings from the investigation	<ul style="list-style-type: none"> 	

Further Actions Required	• \	
End Date of Investigation:	Names of People Investigation Report Shared with:	Name of person responsible for authorising the outcome:
Outcome		
Date outcome shared with person being investigated and how was this completed.		