Safeguarding Addendum

Ripley ITT SCITT
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This document has been approved for operation within:	**Ripley ITT**
Date effective from	**September 2026**
Date of next review	**September 2027**
Review period	**1 year**
Status	**Mandatory**
Owner	**SCITT Director: Felicity Ackroyd**
Version	**V1.0**

Roles and Responsibilities

The Trust has overall responsibility for the effective operation of this addendum. The **Executive Steering Group** is responsible for approving this addendum and monitoring its effectiveness. The Executive Steering Group is responsible for ensuring that staff are treated fairly and consistently in the application of this addendum and procedure. The Executive Steering Group has delegated day-to-day responsibility for operating the policy to the SCITT Director. The SCITT Director has specific responsibility to ensure the fair application of this addendum and that procedures are followed

1. Bay Learning Trust's Safeguarding Policy is comprehensive and is regularly checked against legislation. The policy provides exceptional guidance and procedure in terms of keeping our children safe.

2. All trainees should adopt the policy and implement its guidance. If the school placement is within a Bay Learning Trust school then the policy must be meticulously adhered to, for example, the use of documentation. Trainees should also capture the details of the school's designated safeguarding staff as detailed within the policy. Trainees and apprentices are informed that Ripley ITT's Safeguarding Lead is Vic Crossman.

3. Ripley ITT will ensure that all trainees and apprentices:

    - receive and read Part 1 of the DfE guidance 'Keeping Children Safe in Education', (DfE 2026);
    - receive, read and sign the Ripley ITT Trainee Contract and Code of Conduct;
    - complete the SCITT's safeguarding training, including PREVENT training, therefore achieving L1 Safeguarding
    - receive safeguarding update in January prior to placement B

4. Safeguarding training will be provided during induction week; all trainees and apprentices will attend this training prior to starting school-based training or the apprenticeship (unless apprentices have completed this within their employing schools). Trainees and apprentices will be provided with a certificate of safeguarding training which should be kept in their personal evidence folder.

5. When a trainee /apprentice starts each school-based placement they should be provided with an induction which includes:

    • the Safeguarding (Child Protection) Policy;
    • the staff behaviour policy (sometimes called a code of conduct);
    • information about the role of the designated safeguarding lead;
    • a copy of Keeping Children Safe in Education;
    • any other relevant policy relating to safeguarding. (Initial teacher training (ITT): criteria and supporting advice: updated Sep 2026.

Key Staff	
Designated Safeguarding and Prevent Lead	Vic Crossman VCrossman@lancasterhigh.lancs.sch.uk 01524 32636
Lead Governor for Safeguarding	Vic Crossman

6. For trainees who have deferred or intercalated for a significant period during their studies they will be required to repeat and complete the L1 Safeguarding training.

7. It is key that trainees/apprentices are confident in terms of how they should conduct themselves in school and what they should do if they have a concern. Ripley ITT will quality assure that a compliant induction has been provided during moderation visits to the schools.