SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY

Young Technicians Academy

Applies to all staff, directors, workers, volunteers, contractors and other adults working on behalf of Young Technicians Academy (YTA).

Document control

Policy owner	Lisa Waller/Laura Hemmaway
Approved by	YTA Directors
Approval date	20th October 2026
Effective date	20th October 2026
Next review date	20th October 2027
Version	Version 1 of new policy
Related documents	Staff Code of Conduct; Safer Recruitment Procedure; Online Safety / Acceptable Use Policy; Whistleblowing Policy; Complaints Procedure; Health and Safety and First Aid procedures; data protection and records retention procedures.

1. Purpose and commitment

Young Technicians Academy (YTA) is committed to safeguarding and promoting the welfare of every child and young person who takes part in its activities or provision. The child's welfare is paramount. YTA aims to provide a safe, welcoming and inclusive environment in which children and young people are treated with dignity, listened to and supported.

Safeguarding is everyone's responsibility. Anyone working for or on behalf of YTA must remain alert to signs of abuse, neglect, exploitation or other harm, act promptly on concerns, and follow this policy. No person should assume that someone else will take action.

This policy sets out how concerns are identified, reported, recorded and escalated. It should be read alongside YTA's related policies and local safeguarding procedures. It does not replace the need to seek advice from children's social care, the police or the Local Authority Designated Officer (LADO) when appropriate.

2. Scope and status of the provision

This policy applies to all YTA employees, directors, agency staff, tutors, volunteers, contractors, visitors and anyone acting on behalf of YTA. It applies in YTA premises, during off-site activities, trips, performances, events, work placements arranged by YTA and online interactions connected with YTA.

For this policy, a child is anyone under the age of 18. Young adults aged 18 or over may also be vulnerable to harm and must be treated with respect; concerns about an adult at risk should be handled under the appropriate adult safeguarding procedures.

YTA provides education and activities in a setting that may work with commissioning schools, local authorities, families and other agencies. A student's school may retain responsibility for the student's school roll and wider education arrangements. YTA must nevertheless act on safeguarding concerns arising within its own provision and share relevant information with the appropriate agencies.

Keeping Children Safe in Education (KCSIE) is statutory guidance for schools and colleges. YTA should use relevant principles and requirements where applicable and follow the legal duties that apply to its own status, activities and workforce. The policy owner should confirm any setting-specific obligations with the safeguarding lead and appropriate professional adviser.

3. Key principles

- The welfare and safety of the child come first.
- Take all concerns seriously, including concerns that may initially seem small or unclear.
- Act promptly. If a child is in immediate danger, call 999.
- Listen to children and young people, respect their views and take account of their communication needs, age, development and disability.
- Do not promise secrecy or investigate allegations yourself.
- Share information lawfully and proportionately where it is necessary to protect a child.
- Keep accurate, timely and secure records of concerns, decisions and actions.
- Work collaboratively with parents and carers and partner agencies where appropriate, unless doing so could increase risk or compromise an enquiry.
- Challenge discriminatory behaviour and respond to safeguarding risks without bias or assumptions.
- Maintain professional boundaries and report concerns about adults as well as concerns about children.

4. Safeguarding roles and contacts

4.1 Designated Safeguarding Leads

The Designated Safeguarding Lead (DSL) is responsible for coordinating safeguarding responses, advising staff, ensuring concerns are recorded and referred appropriately, and liaising with external agencies. All staff remain personally responsible for reporting concerns and must not delegate that responsibility.

The previous policy listed the following people as designated safeguarding leads. Their current roles and availability must be verified before publication:

- Tianda Arden — DSL Lead & Out of Hours Contact
- Maria Svensson — Deputy DSL
- Zara Whitwell — Deputy DSL
- Andy Bugbee — Deputy DSL

Telephone: 01733 612039 | Email: safeguarding@youngtechacademy.co.uk

3 Nene Court, Enterprise Way, Enterprise Business Park, Yaxley, PE7 3TJ

Out of Hours: 07718 649529

Young Technicians Academy's normal operating hours are:

- Monday: 8:30am – 5:00pm
- Tuesday: 8:30am – 8:00pm
- Wednesday: 8:30am – 8:00pm
- Thursday: 8:30am – 8:30pm
- Friday: 8:30am – 3:30pm

during which the Designated Safeguarding Leads (DSLs) can be contacted through the usual safeguarding reporting arrangements.

4.2 If a DSL is unavailable or implicated

If a DSL is unavailable, staff must contact another DSL or the named senior person responsible for safeguarding. If the concern relates to a DSL, the CEO or other appropriate senior leader should be contacted. If the concern relates

to the CEO or senior leadership, staff must use the independent escalation route set out in YTA's governance and whistleblowing arrangements. No concern should be reported solely to the person who is the subject of it.

4.3 External contacts

Emergency: Police or ambulance on 999 where there is immediate danger or an urgent threat to life. For non-emergency police matters, use 101 where appropriate.

Children's social care: contact the children's social care service for the child's home local authority. If unsure which service to contact, seek advice from the relevant local authority safeguarding service or police.

Local Authority Designated Officer (LADO): allegations or concerns about an adult who works or volunteers with children must be discussed with the relevant LADO in accordance with local procedures.

Cambridgeshire County Council LADO details:

Email: LADO@cambridgeshire.gov.uk;

Phone: 01223 727 967 during office hours;

Phone: 01733 234 724 for the Emergency Duty Team out of hours.

Peterborough City Council LADO details:

Email: LADO@peterborough.gov.uk

Phone: 01733 864 038;

out-of-hours details must be checked against the current local authority guidance.

Lincolnshire County Council LADO Team:

Email: LSCP_LADO@lincolnshire.gov.uk

Phone: 01522 554674

Phone: 01522 782333 – out of hours

Rutland Couty Council LADO Team:

Email: lado@rutland.gov.uk

Phone: 01572 758 454

If a child is in immediate danger, do not wait for internal permission or a response from a DSL before contacting emergency services.

5. Recognising abuse, neglect and exploitation

Abuse may be caused by an adult or another child. It can occur in person or online, within or outside the family, and in any community. Children may experience more than one form of harm at the same time. Staff do not need proof before reporting a concern.

5.1 Physical abuse

Physical abuse may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. It may also include fabricated or induced illness.

5.2 Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child that causes or is likely to cause severe and lasting adverse effects on emotional development. It may include humiliation, threats, rejection, isolation, intimidation, silencing a child, inappropriate expectations, exposure to domestic abuse, serious bullying or exploitation.

5.3 Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening. It may involve contact or non-contact acts, including sexual assault, exploitation, grooming, exposure to sexual content, or using a child to create sexual images. It can be perpetrated by adults or other children, and can take place online.

5.4 Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of health or development. It may include inadequate food, clothing, shelter, supervision, protection, medical care or emotional responsiveness.

5.5 Exploitation and contextual safeguarding

Staff should be alert to child sexual exploitation, criminal exploitation, county lines, trafficking, modern slavery, coercion, gang involvement, cuckooing affecting a child's household, children going missing, harmful sexual behaviour, domestic abuse, peer abuse, online abuse and radicalisation. Risks may arise in the home, school, community, relationships or online and may overlap.

5.6 Domestic abuse, honour-based abuse and FGM

Children may be harmed by domestic abuse or coercive control in their household or relationships. Honour-based abuse can include threats, violence or coercion associated with perceived family or community honour, including forced marriage. Female genital mutilation (FGM) is illegal and can cause serious harm.

The specific statutory duty to report known cases of FGM to the police applies to regulated professionals, including teachers, in the circumstances defined by law where they discover that FGM appears to have been carried out on a girl under 18. Where the statutory duty applies, the report must be made to the police as soon as reasonably practicable. All staff must promptly report any concern or suspicion about FGM to the DSL and follow local safeguarding procedures. Staff must not rely on this statutory duty as a reason to delay a safeguarding referral.

5.7 Signs and indicators

Possible indicators include unexplained injuries; changes in behaviour, attendance or presentation; withdrawal or anxiety; fear of particular people; age-inappropriate sexualised behaviour; disclosures; persistent hunger or poor hygiene; controlling relationships; unexplained gifts or money; threats or coercion; missing episodes; or concerns raised by another child or adult. These indicators are not proof of abuse. Consider the whole context and report concerns promptly.

6. What to do when a child raises a concern

If a child or young person talks about something that causes concern:

1. Listen carefully and remain calm. Give the child time to speak in their own words.
2. Take what they say seriously. Do not show shock, disbelief, anger or judgement.
3. Do not promise to keep the information secret. Explain that you may need to tell people who can help keep them safe.
4. Do not ask leading questions, investigate, confront the alleged person responsible or ask the child to repeat the account unnecessarily.
5. Use only minimal, open prompts if needed to understand what the child is telling you, such as "Tell me what happened".
6. Check immediate safety. If there is immediate danger or urgent medical need, call 999.
7. Report the concern to a DSL without delay. If a DSL is unavailable, follow the escalation route in section 4.
8. Make a factual written record as soon as possible and preserve the child's own words wherever possible.
9. Do not contact parents or carers before taking advice where this could place the child at greater risk, prejudice an investigation or conflict with advice from children's social care or the police.

Staff must never conduct their own investigation or promise a particular outcome. The role of the member of staff is to listen, record and report.

7. Reporting and responding to concerns

7.1 Immediate danger

Call 999 if a child is in immediate danger, a serious crime is in progress, or urgent medical assistance is required. Then notify a DSL as soon as it is safe to do so.

7.2 Concerns that do not involve immediate danger

Report all safeguarding concerns to a DSL without delay, even where the information is incomplete or uncertain. The DSL will consider the information, consult local procedures and decide whether to seek advice, provide early help, make a referral to children's social care, contact the police or take another safeguarding action. Staff should be told how to escalate if they believe a concern has not been acted on.

7.3 Referral and information sharing

YTA will make referrals to the appropriate children's social care service or police when required. A referral should be made promptly and include the child's details where known, the nature of the concern, relevant background, immediate safety issues and actions already taken. Record the referral, the person contacted, the time, advice received and agreed next steps.

Where a student attends YTA through a commissioning school or local authority, relevant safeguarding information should be shared with that school or authority in accordance with the child's needs, local arrangements and applicable law. This must not delay a necessary referral to statutory services.

7.4 Parents and carers

YTA will work with parents and carers where appropriate. Staff must seek DSL advice before informing a parent or carer when doing so could increase risk, alert an alleged perpetrator, compromise a police or social care enquiry, or conflict with the child's safety. Decisions and reasons should be recorded.

7.5 If staff disagree with a decision

If a member of staff believes a concern has not been taken seriously or the response is insufficient, they must escalate it to another DSL or the appropriate senior leader. If the concern remains unresolved, contact children's social care, the police or the relevant safeguarding partnership for advice. Staff must not assume that an internal decision prevents them from raising a concern externally.

8. Recording, storage and confidentiality

Records must be clear, factual, dated and completed as soon as possible after the event or disclosure. They should distinguish observed facts, the child's own words, information reported by others and the staff member's professional judgement.

A record should include, where known:

- The child's name and relevant identifying details.
- Date, time and location of the concern or disclosure.
- What was seen, heard or reported, using the child's exact words where possible.
- Names of people present and any relevant witnesses.
- Any immediate safety action taken.
- Who the concern was reported to, when, and what advice or action followed.
- Decisions made, reasons for decisions, referrals, outcomes and follow-up actions.

Safeguarding records must be stored securely with access restricted to those who need the information for safeguarding purposes. They must not be kept only in personal notebooks, personal email accounts or informal messaging systems. Follow YTA's data protection, retention and secure transfer procedures. When information is shared, record what was shared, with whom, why and when.

Data protection law is not a barrier to sharing information where it is necessary and proportionate to protect a child. Staff should seek advice if unsure, but must not delay urgent safeguarding action while doing so.

9. Allegations and concerns about adults working with children

All concerns or allegations about an adult working for or on behalf of YTA must be taken seriously, including concerns about conduct outside work that may indicate a risk to children. This includes employees, directors, agency staff, contractors and volunteers.

9.1 Allegations that may meet the LADO threshold

An allegation should be referred to the relevant LADO where an adult has behaved in a way that has harmed a child, may have harmed a child, may have committed a criminal offence against or related to a child, or has behaved towards a child or children in a way that indicates they may pose a risk of harm. Seek LADO advice if uncertain.

The organisation must contact the relevant LADO within one working day where the local procedure requires this and before undertaking further investigation. Do not conduct an internal investigation, interview witnesses or make promises about the outcome before receiving advice from the LADO and, where relevant, the police or children's social care.

9.2 Immediate action and fair process

Take immediate steps to protect children from any identified risk. Decisions about suspension or alternative duties must be made on an individual basis, with advice from the LADO and relevant agencies where appropriate, and in accordance with employment procedures. Suspension is not automatic. The adult concerned must be treated fairly and information restricted to those who need to know.

The organisation may need to manage a criminal investigation, a child protection investigation and an employment or disciplinary process in parallel. The relevant agencies should advise on sequencing and information sharing. The child's welfare remains paramount.

9.3 Concerns about the DSL or senior leaders

If the allegation concerns a DSL, report it to another appropriate senior person. If it concerns the CEO or the person who would normally receive the report, use the independent governance contact and contact the LADO directly where appropriate. If the concern relates to the person responsible for governance, seek advice from the LADO and/or police and use an appropriate independent route.

9.4 Referral to the Disclosure and Barring Service

Where a person is removed from regulated activity, or would have been removed had they not left, because they harmed or posed a risk of harm to a child, YTA must consider and make a referral to the Disclosure and Barring Service where the legal criteria are met. Seek advice from the LADO and check current DBS referral guidance. Other regulatory or professional referrals may also be required.

9.5 Low-level concerns and professional conduct

Staff must report behaviour that causes concern about professional boundaries or conduct, even where it does not meet the threshold for an allegation. The DSL or designated senior person should record the concern, consider the context and patterns, decide what action is required and maintain appropriate confidentiality. Low-level concerns must never be ignored or treated as proof of wrongdoing without fair consideration.

10. Safer recruitment and suitability

YTA will take proportionate and legally appropriate steps to ensure that people working with children are suitable for their roles. Checks must be determined by the role, the activities undertaken, the level of supervision and the relevant legal requirements.

The recruitment and onboarding process should include, as applicable:

- Verification of identity and right to work.
- Appropriate DBS checks, including barred list checks only where legally permitted and required for the role.
- References and appropriate consideration of employment history and gaps.
- Verification of relevant qualifications and professional status where required.

- Assessment of information disclosed by applicants in accordance with the law and fair recruitment practice.
- Role-specific safeguarding expectations and a signed code of conduct.
- Induction and safeguarding training before unsupervised work with children, where practicable and appropriate.
- A clear process for recording checks and decisions securely.

The DBS Update Service may be used where the individual and check are eligible and the organisation has the required permission. Registration on the Update Service is not a universal substitute for carrying out the correct checks. Requirements for volunteers, contractors, agency workers and visiting professionals must be assessed according to the role and applicable law.

YTA will maintain a suitable record of recruitment checks and monitor any required renewals or status checks. No individual should begin duties requiring checks until the appropriate checks and risk decisions have been completed.

Safer Recruitment Trained Staff: Lisa Waller, Tianda Arden and Pino Soccio

11. Training, induction and supervision

All staff, directors, volunteers and contractors must understand the safeguarding responsibilities relevant to their role before working with children. Induction should cover this policy, how to recognise and report concerns, professional boundaries, information sharing, online safety, child-on-child abuse and the relevant emergency arrangements.

Training should be refreshed at appropriate intervals and when guidance, responsibilities or risks change. DSLs and deputies must receive training suitable for their role and keep their knowledge up to date. YTA should maintain records of training completion and provide ongoing supervision and support.

Staff must know how to access advice and how to raise concerns if they feel unsafe, unsupported or unsure about a safeguarding decision.

12. Staff code of conduct and professional boundaries

Adults must act in a way that protects children and maintains public trust. Staff must:

- Treat every child with dignity, respect and fairness.
- Use appropriate language and avoid humiliation, discrimination, sarcasm, threats or favouritism.
- Maintain professional relationships and avoid private or secretive relationships with students.
- Avoid unnecessary one-to-one situations. Where one-to-one work is necessary, follow agreed arrangements that support transparency and safety.
- Avoid transporting a child alone unless this is authorised under YTA procedures, necessary and appropriately risk assessed, with relevant permissions and records.
- Use only approved communication channels and never use personal social media or private messaging to develop inappropriate contact with students.
- Never engage in sexualised behaviour, inappropriate touching, rough or provocative games, or physical punishment.
- Never force a child to eat or drink, or withhold food, drink, medication or access to facilities as punishment.
- Report accidents, injuries, boundary concerns, allegations and safeguarding incidents promptly.
- Follow the relevant policies for photographs, video, consent, online platforms and personal data.

Staff should not assume that a child is being untruthful or dismiss a disclosure because it appears inconsistent or unexpected. Respond calmly, record what is said and report it. Staff must not attempt to test a child's account or confront the person named in a concern.

13. Child-on-child abuse, bullying and harmful sexual behaviour

YTA recognises that children can harm other children. This may occur in person, online, during activities or outside the setting. It can include bullying, cyberbullying, discriminatory abuse, physical violence, threats, sexual harassment, sexual violence, coercion, sharing sexual images, initiation or hazing-type behaviour and other harmful sexual behaviour.

All reports must be taken seriously and acted on promptly. Staff must consider the safety and needs of the child who has been harmed, the child whose behaviour is alleged, and any other children affected. Do not dismiss behaviour as "banter", "just playing" or an inevitable part of growing up.

Staff must report concerns to a DSL, preserve relevant information and follow advice from children's social care, police and other agencies where required. Do not arrange mediation or joint meetings where this could place a child at risk or interfere with an investigation. Risk assessments, supervision and support plans should be reviewed as needed.

14. Online safety and use of technology

YTA will promote safe and responsible use of digital devices, internet services, communication platforms and social media. Online safeguarding includes cyberbullying, grooming, exploitation, harmful content, threats, image-based abuse, misinformation, radicalisation and contact with unsafe individuals.

Staff must use approved systems for work-related communication and must report online incidents or concerns to a DSL. Any filtering, monitoring, device access and content restrictions used by YTA should be proportionate to the setting, documented and reviewed. Staff should not search, copy or circulate potentially illegal images; seek immediate advice from the DSL and police where relevant.

Children should receive age-appropriate guidance on privacy, respectful communication, reporting harmful content and seeking help. Online safety arrangements should reflect the devices and services actually used in YTA provision.

15. SEND, disability and communication needs

Children with special educational needs and disabilities may face additional safeguarding barriers, including communication difficulties, social isolation, dependence on adults, difficulty recognising unsafe behaviour or having their concerns understood. Staff must remain alert to the possibility that a child's needs or behaviour may mask abuse or exploitation.

Staff should make reasonable adjustments to support a child to communicate, understand information and participate in safeguarding processes. Consider the child's individual communication profile, sensory needs, developmental level, health needs and relevant risk assessments. Do not assume that a disability or diagnosis explains away a change in behaviour or a safeguarding concern.

Where appropriate, work with parents or carers, commissioning schools, health professionals and other agencies to understand and manage risk. Share information only as necessary and record decisions.

16. Missing children, attendance and contextual risks

Staff must follow YTA's attendance, late arrival, absence and missing student procedures – these can be located in the YTA Attendance Policy. A student who is missing, leaves without permission or cannot be accounted for may be at risk of harm. The response should take account of the child's age, individual circumstances, known risks and agreed arrangements with the commissioning school or family.

Safeguarding concerns linked to repeated absence, unexplained absence, missing episodes, exploitation, county lines, unsafe relationships or sudden changes in attendance must be reported to a DSL. Follow the relevant local authority and commissioning school procedures. Do not assume that a school or another agency has already taken action.

17. Off-site activities, events, visitors and contractors

Safeguarding responsibilities continue during trips, performances, events, work experience, venue hire and other activities away from the usual learning environment. Before an activity, the responsible lead should consider supervision, transport, contact arrangements, accessibility, medical needs, emergency contacts, consent and activity-specific risks.

Visitors and contractors must be informed of relevant safeguarding expectations and supervised where appropriate. Adults must not be given unsupervised access to children unless the required checks and authorisation are in place. Concerns arising during an event must be reported and recorded in the same way as concerns on site.

When students attend a placement or activity arranged by another organisation, YTA should establish who is responsible for safeguarding, how concerns are reported and what information must be shared before the activity begins.

18. Prevent, radicalisation and extremism

YTA recognises that children may be vulnerable to coercion or manipulation into extremist ideologies or terrorist-related activity. Staff should be alert to concerns such as attempts to recruit or groom a child, encouragement of violence, or changes in behaviour that raise a genuine safeguarding concern. Do not make assumptions based solely on a child's identity, background or beliefs.

Report concerns to a DSL. The DSL will consider the appropriate response, including local Prevent arrangements or a referral through the relevant Channel process where appropriate. Immediate threats should be reported to the police. Staff should follow current Prevent guidance and YTA's training and referral procedures.

19. Whistleblowing and complaints

Staff must raise concerns about unsafe practice, failures to follow this policy or attempts to conceal safeguarding concerns. Concerns should normally be raised with the DSL or senior leader. If the concern involves that person, or staff feel unable to raise it internally, they should use the independent governance route, contact the relevant local authority safeguarding service or LADO as appropriate, or contact the police if a crime or immediate risk is suspected.

Staff may also seek advice from the NSPCC Whistleblowing Advice Line on 0800 028 0285. Check the current service details before publishing or relying on them.

YTA will not tolerate retaliation against a person who raises a safeguarding concern in good faith. Concerns must be handled sensitively, fairly and confidentially, while ensuring that information is shared where necessary to protect children.

20. Equality, inclusion and anti-discriminatory practice

YTA is committed to safeguarding every child regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, language, background or family circumstances. Staff must challenge discriminatory language or behaviour and consider how prejudice, barriers to communication or previous experiences may affect a child's ability to seek help or be heard.

21. Policy review, implementation and monitoring

The policy owner must review this policy at least annually and sooner where there are changes to legislation, statutory guidance, local procedures, YTA provision or safeguarding learning. Staff must be informed of changes and have access to the current version.

The approving body should monitor whether the policy is implemented in practice, including training completion, safeguarding recording, referral processes, recruitment checks, online safety arrangements and lessons learned from incidents. Any review should record the changes made, the reviewer, the approval date and the next review date.

Appendix A: quick safeguarding action guide

1. Immediate danger or urgent medical need: call 999.
2. Concern or disclosure: listen, reassure, do not promise secrecy, do not investigate.
3. Report to a DSL without delay. If unavailable or implicated, use the escalation route.
4. Record facts promptly, including the child's words, date, time, decisions and actions.
5. The DSL / appropriate senior person considers referral and consults the relevant agencies.
6. If the concern is about an adult working with children, seek LADO advice promptly and before further investigation.
7. If you believe the concern has not been acted on, escalate externally to children's social care, the police or the relevant safeguarding partnership.

Appendix B: contact details

Role	Name	Contact Details
Lead DSL	Tianda Arden	01733 612039 safeguarding@youngtechacademy.co.uk
DSL deputies	Maria Svennson Andrew Bugbee Zara Whitwell	01733 612039 safeguarding@youngtechacademy.co.uk
YTA telephone		01733 612039
YTA address		Young Technicians Academy, 3 Nene Court, Enterprise Way, Enterprise Business Park, Yaxley, PE7 3TJ
CEO / senior leader escalation	Pino Soccio	pino@youngtechacademy.co.uk 01733 612039
Independent governance escalation	Paul Taylor	paultaylor@youngtechacademy.co.uk
Cambridgeshire LADO	See page 3 for more information	LADO@cambridgeshire.gov.uk 01223 727 967
Peterborough LADO	See page 3 for more information	LADO@peterborough.gov.uk 01733 864 038
Lincolnshire LADO	See page 3 for more information	Email: LSCP_LADO@lincolnshire.gov.uk Phone: 01522 554674
Rutland LADO	See page 3 for more information	Email: lado@rutland.gov.uk Phone: 01572 758 454

Appendix C: review history

Review date	Changes made	Reviewed / approved by	Next review due
1 April 2022	Policy written	H. Fuller	1 April 2023
31 March 2023	No changes recorded	H. Fuller	1 April 2024
1 April 2024	Types of abuse updated	L. Waller	1 April 2025
1 September 2024	Changes in line with CCC updates	L. Waller	1 September 2025
16th October 2026	Updated to national policies and internal contact details	L Waller/Directors	20th October 2027

Appendix D: reference sources for the policy owner

This draft has been prepared using the previous YTA policy as the starting point, with structural and procedural revisions. The following official sources should be checked again immediately before approval:

- Department for Education, Keeping Children Safe in Education 2026 (statutory guidance for schools and colleges): https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Department for Education, Working Together to Safeguard Children 2026: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
- Cambridgeshire County Council, Report allegations about a practitioner or volunteer: https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work/report-allegations-about-a-practitioner-or-volunteer
- Cambridgeshire and Peterborough Safeguarding Partnership Board, LADO and managing allegations procedures: https://safeguardingcambspeterborough.org.uk/children-board/professionals/lado/
- GOV.UK, Female genital mutilation: guidance for health professionals and mandatory reporting requirements: verify the current official guidance and statutory wording before approval.
- GOV.UK, DBS referral guidance: verify the current legal criteria and process before approval.

Young Technicians Academy

Safeguarding Form

Full Name of Student/s

Concern Summary

Concern Date & Time	
DD/MM/YYYY	HH:MM

Origin / Source of Concern
(Circle the correct option)

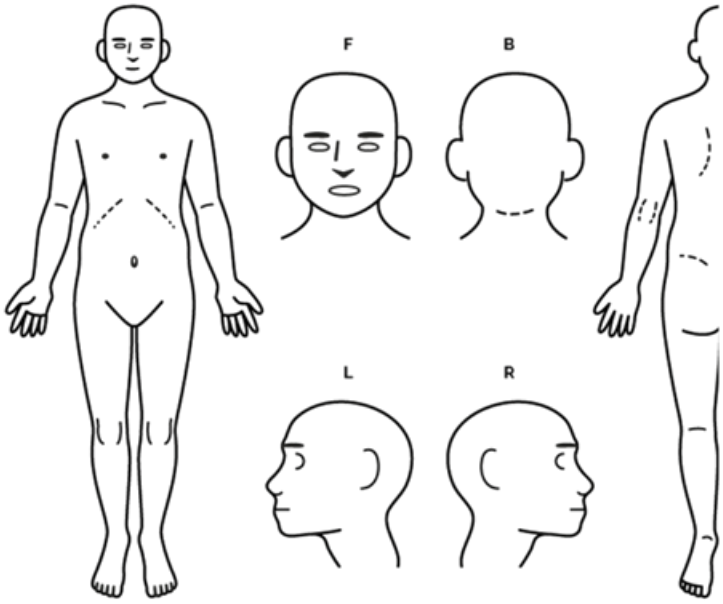
Not Applicable	Church	General Public	Local Authority / LADO
Other	Police	Probation	Parent

Details of Concern

Location of Incident

Action Taken

Body Map



Description 1

Description 2

Description 3

Additional Notes

