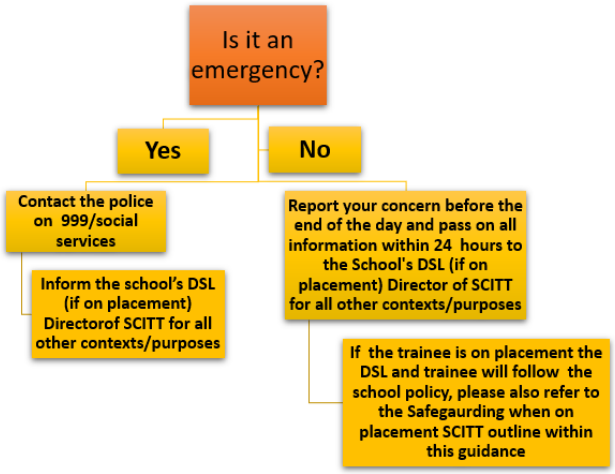
Bright Futures SCITT (whilst on placement)

Everyone who works with children has a responsibility for keeping them safe. All practitioners are charged with the role to safeguard and protect children and young people (Under the age of 18 years) from harm, neglect, abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take (Keeping Children Safe in Education 2026). Keeping children safe in education 2026: September 2026

What to do if you have a concern?



Recognising safeguarding issues/concerns through	• Direct observation • Disclosures from a child or young person • Observation by a third person
Responding when information has been disclosed to you	• Clarify any information you receive must be passed on • Stay calm • Listen carefully and don't interrupt • Don't interview them or press them for details • Ask questions for clarification only
Reporting when on placement	• Please follow the school policy and report the concern to the designated safeguarding lead/officer (DSL/DSO) before you leave the premises • Please inform the Bright Futures SCITT as we have a duty of care of safeguarding not only the children but also our trainees.
Reporting to the Bright Futures SCITT	Inform Bright Futures SCITT that: • The DSO/DSL of the setting has been informed • Provide an anonymised outline of the incident and your [the trainee] involvement • Detail any next steps requested of yourself at the setting • Let us know about any support or guidance you might require after the incident or disclosure Use the template below as a structure for reporting.

Please note the Safeguarding lead for Bright Futures SCITT is the Director of SCITT

Bright Futures SCITT (whilst on placement)

STRICTLY CONFIDENTIAL

INCIDENT REPORTING FORM ***please note this form will be stored in a secure confidential folder on the secure cloud computer system. Access to this folder is restricted to Director of SCITT and SCITT Manager only.***

TO BE COMPLETED BY A TRAINEE WHO WISHES TO RAISE A CAUSE FOR CONCERN ON PLACEMENT

(Please include the full names of all concerned)

Name of reporting trainee: .....

Programme: .....

Placement phase:.....

Date of alleged incident, or cause for concern.....

Time of alleged incident, or cause for concern: .....

Reported to (please include name(s) and role(s)): .....

Method of reporting in line with the school policy.....

Nature of alleged incident, or cause for concern: (please make sure this is anonymised)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Name of Designated Safeguarding Officer/Lead in setting: .....

Incident reported to Designated Safeguarding Officer in setting on:.....

Trainee signature:*.....

Trainee print name : .....Date: .....

Please note in the absence of a signature (if sent electronically) the email will be retained, and the trainee's Bright Futures SCITT email address will therefore be considered as an electronic signature.