

MJTS Safeguarding, Vulnerable Learner & Child Protection Policy

MJTS will observe and maintain DBS requirements for regulated and non-regulated activity. MJTS wish to create a culture of vigilance in promoting the welfare of learners

MJTS Safeguarding Team



Lesley McCormack –
Designated safeguarding Manager & Prevent Lead
0161 8192662
Lesley.mccormack@mj-training.co.uk



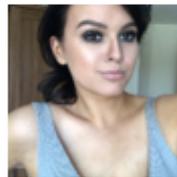
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Kate Ainsworth
Mental Health First Aider
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Winners of National Equality Awards. Finalists in the Apprenticeship 4 England Award 2015, and overall winners of the Apprenticeship 4 England awards, Bronze winners 2017, Asian Apprenticeship Award Finalists 2017 and 2018, TES award finalists 2018. Good practise published Mental Health 2017 & SEN 2018.

A Culture of Vigilance

For safeguarding to function, MJTS needs to continue to develop a culture of vigilance in which:

- We all look out for each other
- All staff and learners know how to implement the safeguarding policy and why they have to do so
 - Everyone accepts their responsibility and accountability for safeguarding
 - Challenging others is acceptable and practiced professionally
 - We recognise the vulnerabilities and strengths of all
 - We work to empower learners to safeguard themselves and develop their resilience
 - Safeguarding is embedded across the life of the organisation
 - Leadership of safeguarding is given at every level
- Training opportunities – L1 & L2 & L3 Safeguarding Qualifications. Online JISC and Safe and Equal Partnership, WRAP Training, ARGUS Training, Griffin Training, Child Sexual Exploitation, Forced Marriage, Self-Harm, Up skills for DPs, FGM, training on categories of abuse.

Michaeljohn Training School fully recognises and embraces its responsibilities for child protection; our policy encompasses both staff, volunteers and learners.

Link to Keeping Children Safe in Education 2019 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

Keeping Children Safe in Education came into force September 2019. Staff must read and understand part 1 of Keeping Children Safe in Education 2019, Annex A and understand and implement MJTS Safeguarding policies and reporting. MJTS will support and encourage staff within their role and personal development.

Link to What To Do If You're Worried A Child Is Being Abused 2018

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Categories of Abuse

- | | |
|--|---|
| - Bullying including cyber-bullying | - Child sexual exploitation |
| - Domestic violence | - Drug and substance misuse |
| - Educational visits | - E-safety |
| - Fabricated or induced illness | - Faith abuse |
| - Female genital mutilation (FGM) | - Forced marriage |
| - Gangs and youth violence | - Harassment, discrimination and equality |
| - Intimate care such as epi-pen/stoma care | - Management of contractors |
| - Management of visitors | - Private fostering |
| - Providing first aid | - Pupils health and safety |
| - Racist abuse | - Preventing radicalisation |



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- Self-harm
- Teenage relationship abuse
- Use of physical intervention
- Children in the court system
- Child criminal exploitation (county lines)
- Gender based violence/violence against women and girls (VAWG)
- Meeting the needs of learners with medical conditions including mental ill-health
- Training School security taking into account of local account
- Other issues which may be specific to a local area or population – contextual safeguarding
- Sexting
- Trafficking
- Homelessness
- Children with family members in prison
- Use of reasonable force

Difference Between Safeguarding and Child Protection

Safeguarding means, proactively seeking to involve the whole community in keeping children safe and promoting their welfare. Child protection is a central part of safeguarding and promoting welfare. It is the process of protecting individual children identified as either suffering or at risk of suffering significant harm as a result of abuse or neglect.

Safeguarding Learners – The Purpose of the Policy

MJTS has a firm commitment to the safeguarding of children and vulnerable learners including those with SEN, physical or sensory impairment, mental illness, those under a probation order, those suffering abuse due to problems with alcohol or drugs and any other learner that requires support. More specifically, in promoting safeguarding and welfare we will endeavour to minimise risks and address appropriate actions to promote the concept of the “Safe Learner”.

Our policies will be reviewed and updated in response to legislation and continuous improvement/development at company and national level including the Disclosure and Barring Service (DBS) and Update services, Safeguarding Children’s Boards, inter-agency working, including local authorities, LEPS and the GMP Prevent engagement team.

Child protection is also an integral part of our core values. Strategies, policies and procedures will be updated annually as a minimum. Significant changes will be communicated to learners, staff and stakeholders. Resources will be reviewed on a timely basis. Policies and resources will be reviewed annually, or sooner should legislation change.

MJTS staff will follow a child/learner centred approach to safeguarding. Safeguarding and promoting the welfare of children is defined for the purposes of this policy

- Protecting children from maltreatment
- Preventing impairment of children’s health or development,
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children/learners to have the best outcomes



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- Children includes everyone under the age of 18
- MJTS staff & volunteers are particularly important as they are in a position to identify concerns early, provide help for children/learners and prevent concerns from escalating.
- All staff have a responsibility to provide a safe environment in which learners can learn.
- All staff should be prepared to identify children who may benefit from early help.
- Any staff member who has a concern about a child's welfare should follow the referral processes set out. Staff should expect to support social workers and other agencies following any referral in support of MJTS DPs.
- MJTS designated safeguarding lead will provide support to staff to carry out their safeguarding duties and who will liaise closely with other social services such as children's social care. This role is supported by a deputy.
- The designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.
- The Teachers' Standards 2012 state that teachers (which includes headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- All staff should be aware of procedures & policy documents which support safeguarding, and these will be explained as part of the staff induction and training. This should include: the child protection policy, the behaviour policy, the staff behaviour policy (MJTS Staff Code of Conduct), the safeguarding response to children who go missing from education; and the role of the designated safeguarding lead and identity, role and identity of the deputy.
- If a teacher in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. See Annex A for further details.

MJTS identifies SEN & Disabilities during interview and initial assessment. We recognise that learners with SEN & Disability are more likely to be abused or neglected. MJTS maintains up to date records and provides regular effective Information, Advice and Guidance and support to keep young people safe. Extensive partnerships underpin this commitment.

MJTS has a SEN policy that is renewed annually and published. MJTS single equality scheme (SES) collects annual data on the performance of groups including those with protected characteristics and safeguarding needs and contextualised safeguarding.

The General Data Protection Regulation (GDPR) and Data Protection Act 2018

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe. To effectively share information:

- where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 includes 'safeguarding of children and individuals at risk' as a condition that allows practitioners to share information without consent.
- information can be shared legally without consent, if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.
- relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being

- Vulnerable Group Act 2006, updated by the Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2018
- What To Do If You Are Worried A Child Is Being Abused 2018, Advice For Practitioners 2018
- Keeping Children Safe in Education 2018
- The Teachers' Standards 2012
- Information Sharing 2015

Knife Crime

MJTS has a dedicated policy with regards to offensive weapons and knife crime and can be found on the Policies noticeboard. OFSTED have released a publication in recent time due to the high increase of knife crime within the UK. These are available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/785055/Knife_crime_safeguarding_children_and_young_people_110319.pdf

Information Sharing

The seven golden rules to sharing information:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.



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2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information from MJTS safeguarding Lead Lesley McCormack or MJTS Deputy Simon, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and upto-date, is shared in a timely fashion, and is shared securely (see principles). MJTS safeguarding concerns must be reported timely according to risk immediately or within work day.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

MJTS will promote effective practice in the following areas:

- A dedicated member of staff Lesley McCormack (Designated Safeguarding Manager and Prevent Officer) to manage the safeguarding process, ensuring a Whole Organisational Approach to safeguarding. The role is included in job descriptions. The DSM (Managing Director) is supported by 3 appropriately trained and qualified designated persons (Nicola Williams, Rachel Smith, Gabby McCormack and Simon Stuart). The Quality Manager is responsible for Disclosure and Barring (Risk assessments and DBS checks). The Finance Director ensures governance, or any reports made against the Managing Director /Safeguarding Lead.
- Staff training at regular intervals, including designated persons receive annual training to ensure professional development and updates: to deal with vulnerable learners and how to detect indicators of abuse or neglect amongst learners. Resources and materials will be updated and communicated. Staff will be made aware of safeguarding procedures and reporting including early intervention. Staff will update safeguarding qualifications annually.



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Training will also include categories of abuse, safer use of the internet and social media, identifying and reporting concerns of Female Genital Mutilation (FGM) and Breast Ironing, Child Sexual Exploitation (CSE), Honour based violence, identifying and reporting child sexual exploitation, identifying and reducing risks of radicalisation.

Categories of Abuse:

- Bullying including cyber-bullying
- Domestic violence
- Educational visits
- Fabricated or induced illness
- Female genital mutilation (FGM)
- Gangs and youth violence
- Intimate care such as epi-pen/stoma care
- Management of visitors
- Providing first aid
- Racist abuse
- Self-harm
- Teenage relationship abuse
- Use of physical intervention
- Children in the court system
- Child criminal exploitation (county lines)
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- Meeting the needs of learners with medical conditions including mental ill-health
- Training School security taking into account of local account
- Other issues which may be specific to a local area or population – contextual safeguarding
- Child sexual exploitation
- Drug and substance misuse
- E-safety
- Faith abuse
- Forced marriage
- Harassment, discrimination and equality
- Management of contractors
- Private fostering
- Pupils health and safety
- Preventing radicalisation
- Sexting
- Trafficking
- Homelessness
- Children with family members in prison
- Use of reasonable force

- Raising awareness of all categories of abuse including internet grooming, abusing learners with disabilities/learning difficulties, neglect, asylum seekers and/or drug users, Child Sexual Exploitation (CSE), Bullying/Cyberbullying, domestic violence, drugs, fabricated or induced illness, faith abuse, female genital mutilation (FGM) and breast ironing, forced marriage, mental health, gangs and youth violence, gender-based violence/violence against women and girls (VAWG), peer on peer abuse, honour based violence, private fostering, radicalisation, sexting, teenage relationship abuse, trafficking. Further awareness raising of issues underlying the categories of abuse such as Doxing, Digital Self Harm, Skin Betting shall be informed to learners as part of the curriculum, trained to all staff members.
- Staff will be required to never promise to ensure confidentiality (as this may not be feasible due to the nature of the concern)
- Deal with allegations in a timely manner, according to procedure. (MJTS to monitor the effectiveness of safeguarding interventions including: Enforcing a clear code of behaviour for staff, learners, volunteers and external guests. Staff will receive relevant guidance (including at induction) Keeping Children Safe in Education 2018 – they must read and understand

Annex A (part 1), What To Do If You Are Worried A Child Is Being Abused (2018), Staff Safeguarding Handbook will further raise awareness about signs to look for. Staff will receive regular guidance in 'Information Sharing 2018', which will be embedded to the GN27 Staff Safeguarding Reporting Document. Staff will receive relevant guidance under Counter Terrorism and Security Act 2015, including Pursue, Prevent, Protect, Prepare, ARGUS and Griffin (2017).

- MJTS will inform learners of changes in ways to report such as the ability of Local Authorities to directly report to Channel as described in the Counter Terrorism and Security Act 2019
- Reviewing policies and procedures relating to staff and learners towards taking appropriate actions when abusive and harmful behaviour occurs including use of reasonable force.
- Promoting clear statements of MJTS' commitment to zero tolerance of abuse and harmful behaviour (self-harming will be dealt with separately, providing due care and support as per need)
- Embedding personal safety rights and responsibilities into the curriculum with reinforcement in tutorials, employer/learner newsletters and progress reviews.
- Reinforcement of rights, freedom from abuse, grievance, bullying, harassment and sexual harassment procedures and MJTS' essential contact details into inductions and resources.
- Reinforce awareness of responsibilities for reporting and recording concerns regarding a learner's welfare or safety.
- Directors will be responsible for governance. This will be enhanced in 2019. Michael McCormack is the named director to challenge safeguarding practice including investigating concerns made to the Managing Director and Safeguarding Lead.
- Producing information for learners, volunteers, applicants, external guests and staff on safeguarding and abuse via different mediums (e.g. letters, posters, newsletters, flyers, website etc.)
- Evaluating the Risk Management strategy in relation to safeguarding. The Safeguarding Strategy 2019 will include actions to ensure compliance to Prevent Duty, enabling contact with local authority and Prevent team for the purpose of risk assessment and communication. To safeguard and protect MJTS will update the 2018 Prevent Duty Risk Assessment Action plan.
- Inclusion into the 'Quality Cycle' and self-assessment reporting process and evaluating the success of interventions.

- Maintain close working relationships with our network of external support agencies to assist with child protection issues and learner support including designated officers. Safeguarding documentation will be robustly maintained in accordance with MJTS procedures, GDPR and Data Protection Act 2018. Information that needs to be transferred will be done so both timely and securely and a receipt obtained. Absenteeism and Attendance policies will be reviewed and there will be rigorous compliance to enforcing them, ensuring WE ARE AWARE OF WHERE OUR LEARNERS ARE. Where our learners go missing, appropriate inter-agencies and stakeholders will be informed, and records updated in compliance to Children missing from Education Policy. We have increased the number of family contacts for learners in July 2018 to 3.

Link to What to do if you are Worried a Child is Being Abused 2018 –

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

PDBW will continue to be embedded into quality improvement activities including strategic management, development plans, audit, key process observations, training/assessment delivery, Rarpa (REX) strategies, programme development planning and self-assessment reporting. Policies and procedures have clear lines of reporting and referral of any aspect of PDBW that is contained within our mandate of our 'duty of care' and are updated annually as a minimum.

PDBW/FBV will be included into curriculum planning and delivery, staff training and development, partnership networking, Equality, Safeguarding, Health & Safety and resource/maintenance planning. Inclusion shall ensure that the Training School provides a safe and welcoming learning environment providing enrichments and challenge to all learners.

MJTS will include enrichments into curriculum design that add value to skills, increase knowledge and raise aspirations of achievement. We will continue our commitment to British Values, career guidance, health and wellbeing, citizenship, equality and diversity and preparations for next steps. MJTS will continue to implement the OFSTED Education Inspection Framework including behaviour and attitudes, attitudes to learning, employability, attendance and punctuality, respect.

Reporting

We will follow both company procedure and guidance released from the Department for Education (DfE) and GM Police/counter terrorism contacts. In all cases, issues relating to child protection are reported to the Equal Opportunities Officer/Designated Safeguarding Manager **Lesley McCormack** (Managing Director) or deputy Simon Stuart (Operations Director), or an MJTS Designated person. Officers will maintain confidential records securely according the procedure (GN27, Risk Assessment, etc) and will liaise with relevant agencies relating to child protection matters. MJTS Safeguarding Officers will attend PEP and other such meetings as required. The NSPCC whistle blowing helpline is



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in learners PDBW pack, on the MJTS website and on FBV visual communications at the Training School.

As per internal procedure, serious concerns will be reported to relevant parties including the police, social services, the Children's Boards within agreed timescales in the best interest of the learner. Concerns and investigations will be recorded and stored securely with highly restricted access. Where it is considered that there is a potential for a learner to be missing and attempts to contact parents or guardians have not resulted in a positive outcome, and additional contacts/visits to address have not resulted in contact with learner, the relevant inter-agencies will be informed.

MJTS will appropriately report any concerns to the Disclosure and Barring Service (DBS) as part of our procedure and Safer Staff Recruitment, Selection and Equal Pay Policy, compliance with Information Sharing 2018 will be observed. Managing allegations against staff will be reviewed.

Important!

To report any concerns, issues or queries regarding Child Protection or Safeguarding please contact one of the following officers immediately and in any case within 24 hours.

REMEMBER, YOU CAN REFER TO SOCIAL SERVICES IN EXCEPTIONAL CIRCUMSTANCES, THE POLICE, or PREVENT TEAM.

Designated Safeguarding Manager and Prevent Lead: Lesley McCormack
Safeguarding Designated Persons: Simon Stuart, Kim Singh & Gabby McCormack

The above contacts can be contacted Monday to Friday from 9:30am to 5:30pm on 0161 819 2662/2552 (an emergency number will be given to the most vulnerable learners) or by email to lesley.McCormack@mj-training.co.uk, simon.stuart@mj-training.co.uk, kim.kaursingh@mj-training.co.uk, gabby.mccormack@mj-training.co.uk

This policy will be reviewed annually or sooner should legislation or company procedure make this necessary. The policy will be impact assessed under the Single Equality Scheme's reporting process.

*MJTS has a helpline for 24-hour support is available to highly vulnerable/protected learners.

Signed:

VL McCormack, Managing Director, Equality and Safeguarding Officer, Prevent Lead.
Date: January 2020

This policy has links with the following policies:

- Extremism policy
- SA20 – Safeguarding Children and Vulnerable Adults Policy
- Teaching and learning Policy



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- Personal Development, Behaviour and Welfare Policy
- SEND Policy
- E-Safety and Acceptable Use of the Internet Policies
- External Visitors Checklist
- Safer Recruitment Policy
- FGM Policy
- Equality Policy
- Race Equality Policy
- Use of Reasonable Force
- Absentee and Attendance Policy
- Children Missing from Education Policy
- Staff Code of Conduct
- Knife Crime Policy

MJTS continue to do me proud!

- Nigel Lund (HE/FE Regional Prevent Co-Ordinator for the North West)

Other relevant policies:

- Keeping Children Safe in Education 2018
- What to do if you're worried a child is being abuse 2018
- Working Together to Safeguard Children 2018



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Greater Manchester Police Counter Terrorism Policing team

CTPNW Prevent Divisional Contacts



Key

Pod 1



Pod 2



Pod 3



Prevent Team Managers

DI Mark Kenney – 13891

Mobile: 07876448619

Work: 0161 8560316

Email: Paul.Vickers@gmp.police.uk

Pod 1 + 2

DS Robert Knight – 15365

Mobile: 07823 373963

Work: 0161 8566345

Email: Robert.Knight@gmp.police.uk

Pod 3

DS Julie Haworth – 18852

Mobile: 07823 373962

Work: 0161 8566362

Email: JulieX.Haworth@gmp.police.uk

Bolton – Bury – Salford - Wigan

DC Keith Galley – 12507

Mobile: 07881 356940

Work: 0161 8565662

Email: Keith.Galley@gmp.police.uk

DC Andrew Webb – 14351

Mobile: 07391 409342

Work: 0161 8562476 / 0161 8566362

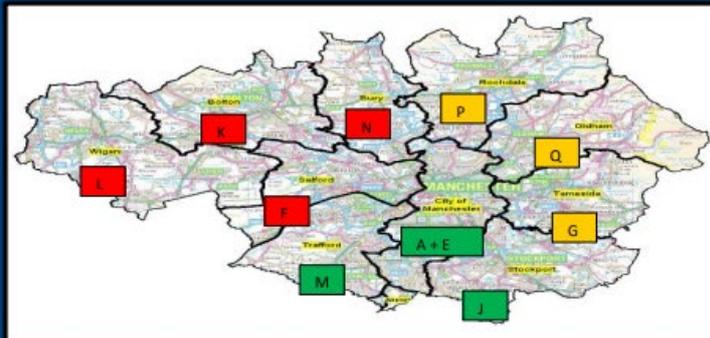
Email: Andrew.Webb@gmp.police.uk

DC Paul Cawsey – 14188

Mobile: 07393 755611

Work: 0161 8565918

Email: PaulJ.Cawsey@gmp.police.uk



Rochdale – Oldham – Tameside

DC Darren Howarth – 11452

Mobile: 07827 979113

Work: 0161 8566332

Email: Darren.Howarth@gmp.police.uk

DC David Bull – 07303

Mobile: 07775 405550

Work: 0161 8568912 / 0161 8566345

Email: David.Bull@gmp.police.uk

City of Manchester – Stockport - Trafford

DC Michael Holland – 18092

Mobile: 07469 037083

Work: 0161 8564251

Email: Michael.Holland@gmp.police.uk

DC Richard Gaffney – 11019

Mobile: 07392 136677

Work: 0161 8563947

Email: Richard.Gaffney@gmp.police.uk

DC Kim Parkinson – 12585

Mobile: 07900 709270

Work: 0161 8562369

Email: Kim.Parkinson@gmp.police.uk

DC Jason Robinson – 12725

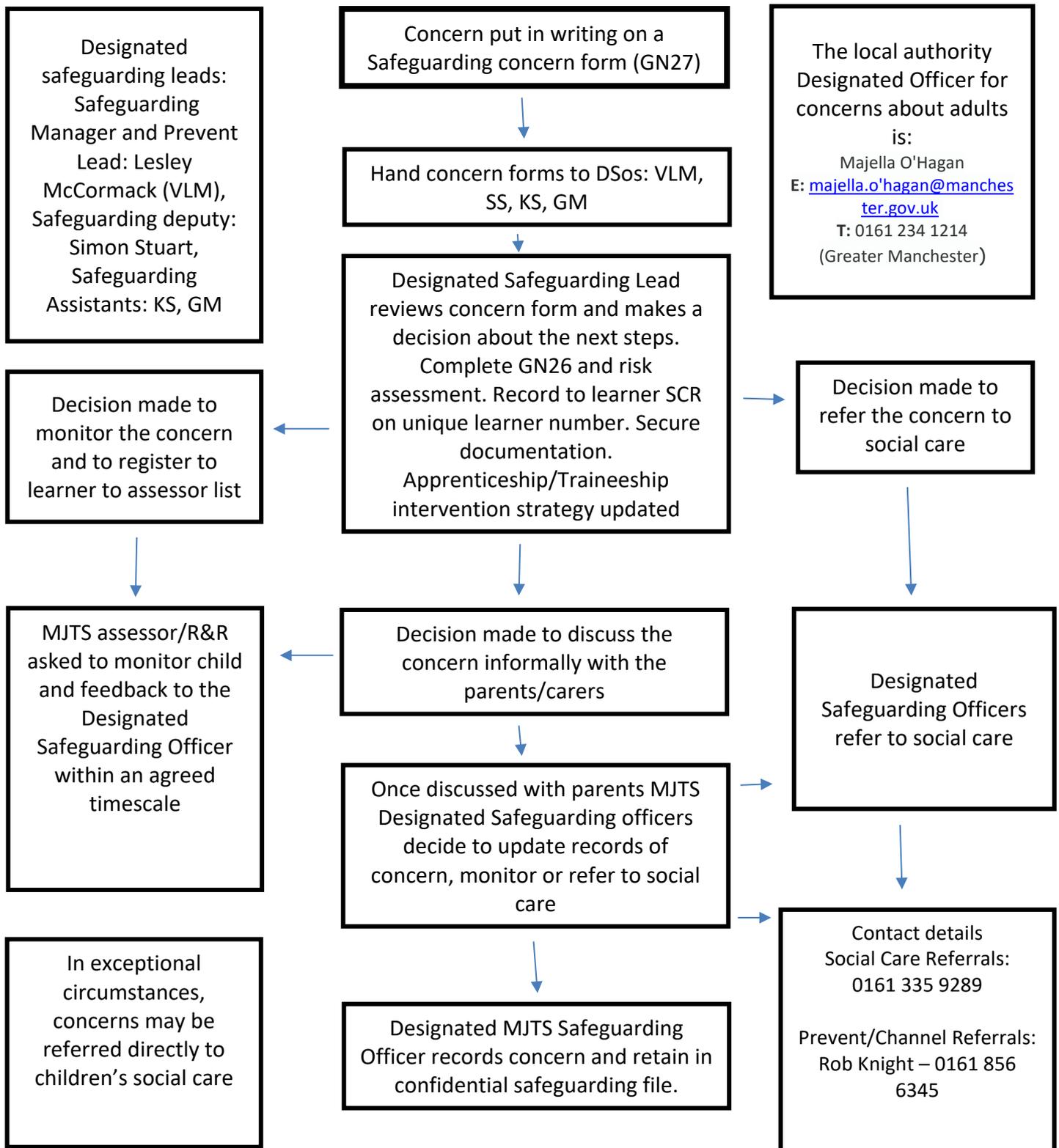
Mobile: 07468 717971

Work: 0161 8565297

Email: Jason.Robinson@gmp.police.uk



MJTS Flow Chart for Raising Safeguarding Concerns about a Child



Flowchart of when and how to share information

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