

# **Safeguarding Procedures for Students and Staff involved in KCLMS Outreach activities**

King's College London  
Mathematics School

## Monitoring and Review

	Name	Date	Role
Policy created	Nora Kettleborough	17/01/2022	AH (PDBW)
Ratified	Governing Body	Autumn 1 2023	Governors
Next review	Governing Body	Autumn 1 2024	Governors

### 1. Introduction

King's College London Mathematics School aims to be a centre of excellence for the teaching and learning of mathematics. To realise this vision, we run voluntary classes and events for students each year aged 9 – 18 as part of our outreach programme. A key part of this is a programme of GCSE enrichment for students encompassing Maths and Physics GCSE+, 7+, a Mathematics Circle, Mentoring local students, a Summer School, and various activities to support the Admission programme at KCLMS. Many of these programmes are run in-person for students from across London, and others are run online to enable access to students from further afield.

Throughout these activities we also aim to safeguard our participants and promote the welfare, health and safety of the young people who interact with KCLMS by maintaining an open, safe and supportive environment on our programmes, including those that take place online.

Staff in the Outreach team are committed to keeping children and young people safe, and the welfare of children and young people on our programmes is of the utmost importance. This is reflected within our policies and procedures and the planning and delivery of our programmes and activities. The creation and application of this policy reflects the different nature of Outreach activities to KCLMS's normal operation: the employment of additional casual staff and our own students, known as 'Student Helpers' throughout this document, and the different safeguarding network – we are not the school of the pupils who attend, and do not have as many details about them. Our policy aims to ensure that children and young people are safe and appropriately supported, and that our staff and volunteers are informed and confident with respect to their roles.

### 2. Application of the Policy

To keep children safe on our programmes and activities, we ensure that staff and volunteers are recruited in-line with statutory guidance and checked appropriately, that all staff and volunteers undertake appropriate safeguarding training, that all staff and volunteers adhere to the KCLMS Staff Code of Conduct and that all staff and volunteers understand how to respond to, and raise concerns about, a child or adult.

It is unacceptable for a child to experience abuse of any kind, and we recognise our responsibility to safeguard the welfare of all children, regardless of age, disability, gender, race, religious belief, sexual orientation or identity. No child or group of children will be

treated less favourably in being able to access services which meet their particular needs, especially in the case of children with additional needs. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all children receive support and protection.

The definition of 'children' provided by Keeping Children Safe in Education (Sept 2021) defines this as being anyone under the age of 18. This terminology reinforces the obligations that all adults (whether employed by, volunteering in or in other ways associated with KCLMS) have to safeguard and promote the welfare of KCLMS's students. Whilst the students attending the outreach and summer school programmes are not full-time students of KCLMS, the KCLMS safeguarding policy will be applied to all students under the age of 18. As an addition to the policy procedures outlined, the KCLMS DSL will liaise with the DSL of the student's school in the event of a concern or referral where required.

### 3. Key contacts

The key contacts for the KCLMS Outreach Programme are:

- The Director of Outreach and Widening Participation is Tiffany Woods-Shepherd, [tiffany.woods-shepherd@kcl.ac.uk](mailto:tiffany.woods-shepherd@kcl.ac.uk)
- The Lead Teacher of Outreach is Robert Wilne, [Robert.wilne@kcl.ac.uk](mailto:Robert.wilne@kcl.ac.uk)
- The Outreach Officer is Laura Nicholas, [laura.nicholas@kcl.ac.uk](mailto:laura.nicholas@kcl.ac.uk)

The key contacts for Safeguarding at KCLMS are:

- The Designated Safeguarding Lead (DSL) is Nora Kettleborough, Assistant Head, [nora.kettleborough@kcl.ac.uk](mailto:nora.kettleborough@kcl.ac.uk) [safeguarding phone number, 07564973674]
- The Deputy Designated Safeguarding Lead for Outreach is Tiffany Woods-Shepherd, [tiffany.woods-shepherd@kcl.ac.uk](mailto:tiffany.woods-shepherd@kcl.ac.uk)
- The Deputy Designated Safeguarding Lead is Timothy Bateup, Head Teacher [timothy.bateup@kcl.ac.uk](mailto:timothy.bateup@kcl.ac.uk)
- More general concerns should be reported to the KCLMS Safeguarding email, overseen by both the DSL and DDSL, [kclms-safeguarding@kcl.ac.uk](mailto:kclms-safeguarding@kcl.ac.uk)

Outreach staff First Aiders: Jack Kennedy, Laura Nicholas

Adolescent Mental Health First Aiders: Nora Kettleborough

In the event of a concern that a student may be at risk of a significant harm, either to themselves or from somebody else, the Designated Safeguarding Lead should be notified.

**In a safeguarding emergency, you can also call the police on 999.**

If you want to seek advice, report any abuse or discuss concerns in relation to children and young people external to KCLMS, please contact the Lambeth Safeguarding Children Partnership: 020 7926 5555.

Alternatively, you can contact the NSPCC and speak to their advisors for advice and support 24/7: 0808 800 5000.

#### **4. Who this policy applies to**

This policy applies to all staff within the Outreach team including KCLMS staff, volunteers, casual staff (including Student Helpers) and any individuals engaged in activities on behalf of the teams, including external collaborators. Any reference to 'staff' within this policy refers to all of these groups.

The nature of the activities run by our teams means there are a significant number of groups of people who are considered to be stakeholders, and who should be aware of, and understand, this policy. These include:

- Parents and carers
- Children and young people on the programmes and activities
- Outreach staff from the KCLMS core staff body
- Outreach staff employed on a casual basis
- Student Helpers (current KCLMS students employed by the school)
- Other KCLMS staff who may be in the building at the time of Outreach activities
- Other KCLMS students who may be in the building at the time of Outreach activities
- The schools of the participating students, and their Local Authorities
- The KCLMS Safeguarding Team

#### **5. External guidance and other relevant policies**

This policy has been drawn up on the basis of law and guidance that seeks to protect children:

- Children Act [1989](#) & [2004](#)
- [Sexual Offences Act 2003](#)
- [Safeguarding Vulnerable Groups 2006](#)
- [Children and Families Act 2014](#)
- [Keeping Children Safe in Education 2021](#)
- [Working Together to safeguard children 2018](#)

It is a complementary document to the [KCLMS Safeguarding Policy](#), the [KCLMS Behaviour Policy](#), and the [KCLMS Staff Code of Conduct](#).

#### **6. Safe Working Practice**

##### **6.1 Designated Safeguarding Leads**

The responsibility for safeguarding children for the Outreach team is that of the DSL, and is supported by the DDSL. These members of staff have the necessary authority to take responsibility for safeguarding matters including supporting and directing other staff. The DSLs are responsible for:

- Raising awareness of this policy and ensuring that it is kept up to date and observed
- Liaising with external agencies, such as other local authorities, schools, the police and the Disclosure and Barring Service (DBS), as necessary
- Providing support, advice and guidance to other staff on an ongoing basis, and on specific safeguarding issues as required
- Ensuring that appropriate checks, induction and training are provided to all staff for whom it is required and that a record is kept of all safeguarding training undertaken by staff.

The DSL or DDSL may not be on site at KCLMS for all Outreach activities. If there is an immediate risk of harm to a student, the staff should contact the police directly (see Section 10.2)

## **6.2 Data capture and consent**

The Outreach team collects and uses data in accordance with the [KCLMS Data Protection Policy](#), collecting personal data in order to administer activities and for monitoring and evaluation purposes.

Data captured: contact information; medical information including dietary needs; parent/carer contact information and consent; widening participation information regarding socio-economic background, ethnicity and gender; image consent.

The data is used to: provide a safe environment for the education of students enrolled in our programmes; to determine which students are awarded places on our programmes; to assess the impact of our programmes.

All participants in face-to-face programmes will be expected to provide consent for KCLMS to administer any medical attention that may be required in an emergency.

All participants in online programmes will be expected to provide any medical information that is pertinent to supporting them with their online programme. This includes information about Special Educational Needs. This information and additional consent forms regarding expected participant behaviour and image consent are required to be signed by a parent or guardian of the participant as well as the participant, if given. This is to ensure that all parties are aware of the rules and programme expectations and have provided specific consent for KCLMS to use the information gathered.

All data collected will be deleted / destroyed in line with the principles set out in the KCLMS Data Protection Policy and the timelines set out in the school's Information Asset Register.

## **6.3 Training and induction**

The DSLs/DDSLs have attended child protection training which equips them to identify, understand and respond appropriately to signs of possible abuse and neglect. The DSLs/DDSLs undertake refresher training every three years. All KCLMS staff complete

annual safeguarding training in line government legislation ([Keeping Children Safe in Education 2021](#)) and with the school's safeguarding policy.

All other staff (including students employed as Student Helpers) undertake training, prepared by the DSL and delivered by the Director of Outreach and/or Lead Teacher of Outreach, to provide an introduction to child protection and our policies and procedures on commencement of employment. Any ambassador or tutor engaged in delivering online programmes will also receive additional training proportional to the depth of engagement in online conduct and keeping young people safe online.

Staff who will be running sessions on their own with students must also complete Level 2 Safeguarding Training which will be provided by KCLMS. They must also confirm in writing that they have read this document. Student helpers must complete Essentials Safeguarding Training, equivalent to Level 1.

#### **6.4 Code of conduct for staff and volunteers**

We provide an environment where all children are respected and kept safe. All staff engaged in activities are expected to follow the rules within this policy. All staff are also expected to understand and follow the rules within the staff, student and volunteer code of conduct. These documents outline the expectations for all staff with regard to children and interactions within the team.

All staff and volunteers should:

- Treat the safety and welfare of children as paramount at all times
- Treat all members of the activities and programmes, including children and colleagues, with consideration and respect
- Model appropriate behaviour for the children to follow, e.g., this would exclude bullying, racism, sexism, aggression, but include friendliness, respect, openness and tolerance
- Report and challenge abusive adult activities, such as ridicule or bullying
- Adhere to the principles and procedures contained in this policy
- Be alert to any behaviour that may indicate that a child is at risk of harm
- Share any concerns about a child, or another adult's behaviour, to the DSL(s)
- Ensure that the risk assessment is followed for activities to minimise risks to our participants and staff
- Avoid unnecessary physical contact with a child
- Take steps to ensure that they are not alone with a child, and if this is unavoidable take steps to ensure that they can be observed by others
- Not share personal information with a child (e.g., phone number, address, email address, social media profiles)
- Not engage with children or parents/guardians on any form of social media site, and report attempts to the programme manager or the DSL(s)
- Not make suggestive or inappropriate comments to, or about a child, even as banter
- Never condone inappropriate behaviour by children or staff

- Refrain from any action that would bring KCLMS, our team or our programmes into disrepute
- Use appropriate language at all times

If staff or volunteers feel uncomfortable in any situation, they should speak to the activity/programme manager, senior residential assistant or DSL without delay for advice and support.

### **Confidentiality**

Safeguarding matters are highly sensitive and must not be discussed with those outside of the team, unless it is in the context of a necessary external referral (which will typically be made by the DSL). Staff who are temporarily or casually employed as assistants should not discuss anything to do with individuals on the programmes with parents or other stakeholders. If conversations are required with parents or other stakeholders, it must be the DSL, programme leaders or other senior managers who undertake this.

No staff member should guarantee confidentiality to children or adults wishing to tell them about something serious. You can say that you will pass on information in confidence only to the people who must be told in order to ensure that the appropriate action is taken. You can also reassure those involved that the team will take all available steps to protect the informant from any retaliation or unnecessary stress that may occur after a disclosure has been made.

### **Health and safety**

All staff are obliged to ensure the health and safety of every participant on our programmes and activities, including by following any risk assessments provided to them and observing the code of conduct and other instructions provided to them by senior Outreach staff (see Section 8).

### **Fitness to work**

Staff must not be under the influence of alcohol, or any other substance, which may affect their ability to work on activities and programmes. If there is any doubt about an individual's ability to work, they will be removed from duty pending investigation.

If staff are taking medication which may affect their ability to work, they must report this to the programme manager before commencing work so a discussion can be had to decide how to proceed with their involvement with the programme.

### **Use of mobile phones, cameras and devices**

It is prohibited for Outreach staff to take screen shots, pictures or films of participants on personal devices (e.g., cameras, mobile phones, laptops), and anyone wishing to take photos or film for work related purposes should use a KCLMS-owned device, after seeking permission or receiving instruction from the Lead Teacher of Outreach or the Director of Outreach.

Staff and volunteers are expected to act responsibly when using the internet during programmes and activities. Internet use for all staff, volunteers and programme participants during programmes must be within the IT code of conduct contained in the behaviour policy (where applicable), and the [KCLMS Staff ICT Acceptable Use Policy](#).

### **Staff use of social networking sites**

Staff and volunteers are allowed to have their own personal profiles on whichever platform(s) they choose, but they must retain an awareness of the public nature of these sites, and we request that appropriate privacy settings are in place to prevent children from accessing their profiles on these sites. It is recognised that it is impossible to prevent unsolicited requests or messages from children, and as such, staff are required to decline the request and inform their programme manager who should inform the DSL(s).

If a virtual learning environment (VLE) or other online platform is being used for a programme, these online platforms should have the appropriate security and anonymity settings in place.

## **7. Recruitment and selection procedure**

The Outreach team practices safe recruitment procedures in accordance with [the KCLMS Safer Recruitment Policy](#). All casual staff employed part-time specifically for the Outreach programme must be added to the KCLMS Single Central Record (SCR), and this is the responsibility of the Head Teacher. The suitability of everybody who is permitted unsupervised contact with children will be checked. Student Helpers, who are students enrolled at the school, are not DBS checked or held on the SCR, but are subject to a basic check that they are not on the Children's Barred List. They must generally remain supervised by a member of staff, though they can be left for short intervals e.g. whilst a member of staff visits the bathroom, or if supervised by a teacher working across two classrooms.

## **8. Risk assessment**

It is the responsibility of the Director of Outreach to ensure that there is a general risk assessment for face-to-face outreach activities, and a separate one for online activities. We do not require a specific risk assessment for each activity, following the same risk basis that we do for all of our students at KCLMS. This includes practical work.

A specific risk assessment must be made for any unusual outreach activity, for example which takes place in-person but off-site in another venue or school

The event / programme risk assessment should include the following:

- Specific guidance and acknowledgement of the increased supervision and support required for young people due to their decreased perception of risk and lack of experience
- Identification of risks to children from external adults and how this is managed

- Identification of how the risks associated with arrival and departure of children from programmes and activities will be managed
- Identification of groups of children who may specifically be at risk
- Identification of potential harm and actions for preventing harm
- Outline suitability of staff, including appropriate checks and supervision in place to ensure they can work with children.

## **9. Specific safeguarding procedures for Outreach programmes**

A code of behaviour is shared with all students prior to and on enrolment to KCLMS outreach programmes. Only those students who agree to this code of behaviour (see Appendix 1) are permitted to attend our programmes. They sign this code upon enrolment for their Outreach programme, and the digital record is kept.

### **9.1 Safeguarding Procedures for Outreach Activities run online**

- KCLMS Outreach Activities that are run online must operate in the KCLMS corporate Zoom or Teams accounts.
- The Outreach Administrator will agree the appropriate secure protocols for these sessions. These will usually include:
  - Pre-registration so that only those awarded places are able to access the sessions.
  - The use of a waiting room during the session, so that any participant breaching our code of conduct can be removed to the waiting room.
  - Session recording of any meeting where there is only one adult present.
  - Automatic recording of the chat.
  - Controlled use of break out rooms so as to avoid unmonitored interactions between children.
- As with all teaching activity, outreach staff should avoid any one-to-one communication channels with participants.
- Outreach staff must never share personal contact information with participants and should report any students attempting to share their personal information with others to the session leader or DSL.
- For activities which involve 1-1 meetings between a member of KCLMS staff and an external student, the meeting must be hosted by a KCLMS Staff account and the student's parents must be included in communication chains which include the details for the meeting (time, date, link). A second member of staff, usually LN or TWS or RW, will always be invited to each meeting.

### **9.2 Safeguarding Procedures for Outreach Activities run at King's Maths School**

- All visiting students report to the Student Reception at the start of their session where a register is kept.
- Visiting students are provided with an orange lanyard to identify them as outreach students within the building. KCLMS students wear a yellow lanyard.

- Any accompanying adults (teachers, parents/carers) on either the outreach or the summer school programme will not be allowed on site unaccompanied unless they have presented a current DBS to the main school office and are wearing their official school ID pass for the duration of their time on site.
- At the start of each Outreach programme, students have a brief Safeguarding introduction which reminds them of the code of conduct they have signed up to, and ensuring that they know who to talk to if they have any concerns. They are also given the KCLMS Safeguarding email ([kclms-safeguarding@kcl.ac.uk](mailto:kclms-safeguarding@kcl.ac.uk)) if they have concerns at any time.

## **10. Responding to child protection concerns**

### **10.1 What to do if you are concerned about a child's welfare**

All staff should be aware of the signs of abuse and neglect, or other issues of concern in a child's life, at home, or elsewhere. This includes neglect, physical abuse, sexual abuse, emotional abuse, online abuse, peer-on-peer abuse and FGM. For a full list of types of abuse and potential signs that a child is being abused look to [Keeping Children Safe in Education 2021](#) and the [KCLMS Safeguarding Policy](#). All staff and volunteers are expected to be watchful and observant of these signs and ensure all concerns are reported as outlined in this policy. Behavioural incidents will be dealt with by the staff running the session. Following a warning, the students can be asked to leave the programme, as per the student code of conduct.

If you have any concerns about a child, you should raise these with the D/DSL(s) using the contact details provided in Section 3. It is everyone's responsibility to ensure that concerns are reported, and appropriate action is taken.

#### **Procedure for external referrals**

Once the DSL is alerted to a concern, the DSL will consider the appropriate course of action.

If it appears that a child has suffered or is likely to suffer significant harm, the DSL will immediately make a report to the Children's Social Care in the Local Authority where the child is resident, or, in an emergency, to the police. The DSL will also contact the DSL at the student's school to update and the parent/carers if appropriate. Parent contact information is collected for all students: the only exception is for Primary Outreach activities for which the teachers from the students' current school are also on-site, and have access to the information themselves.

If a child has not suffered and is not at risk of suffering serious harm, but is in need of additional support, the DSL will take steps to initiate this support process by speaking to the student, gaining their consent if possible, and contacting the safeguarding lead of their school.

If concerns are raised about the conduct or suitability of a member of KCLMS staff, the DSL will follow KCLMS procedure as described in the KCLMS Safeguarding Policy. This is also the case if concerns are raised about the conduct or suitability of a student engaged as a staff member (i.e. an Student Helper).

A record of all referrals made, and any resulting action will be kept by the DSL(s) electronically in a restricted folder on KCLMS SharePoint.

### **10.2 How to respond if a child raises a concern**

Staff and volunteers should always listen to a child who wants to talk about a concern. If a child tells you something which suggests that they know about or have been a victim of child abuse or neglect, it is important that you:

- Remain calm
- Listen carefully to what the child says, allowing them to talk at their own pace, do not ask leading questions or ask 'why?'
- Be comforting and sympathetic, take them seriously
- Ensure that the child feels as little responsibility as possible
- Not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what they are saying
- Do not keep the matter to yourself, or promise to keep the matter secret
- Tell the child what will happen next, and reassure them
- Write down exactly what the child says or what actions concern you, and what you have said in response as soon as possible after the event, using the child's own words as far as you can. All notes should be timed, dated and signed, sent as an email.
- If a student is in immediate danger or is at risk of harm, a referral should be made to children's social care and / or the police immediately. Anyone can make a referral in these circumstances. Staff may also call the KCLMS safeguarding phone if they feel that a student is in immediate danger or is at risk of harm: 07564973674.
- Report the matter to the DSL and they will consider the appropriate course of action – any follow up actions should also be recorded
- Do not make assumptions about who the allegation might concern
- Seek support from the programme manager or DSL if you feel distressed who will signpost to appropriate people and / or resources.

### **10.3 Prevent duty**

The Outreach team recognises their duty to have due regard to the need to prevent children from being drawn into terrorism, and to support those who may be vulnerable to radicalisation. Staff are reminded that normal referral processes must be used when there are concerns about students who may be at risk of being drawn into terrorism.

In accordance with the Prevent Duty, all staff who have regular contact with under-18s will be provided with introductory training to outline:

- The risk of children being drawn into extremism
- How to identify individual children who may be at risk of radicalisation and what to do to support them.
- For the purposes of this policy, it is important to note that safeguarding young people from radicalisation is no different from safeguarding them from other forms of harm.

#### **10.4 Whistle blowing and duty to report concerns and suspicions**

All staff have a responsibility to report any concerns about improper, poor or unsafe practice, including in relation to the care and protection of children.

If you have concerns about the behaviour of a colleague or if you believe that best practice is not being adhered to, or that a practice may put a child or children at risk, you should raise the matter immediately with the DSL(s), or the DDSL(s) if the DSL(s) are not available. You can also escalate the concern to the Director of Outreach if the concern is about one of the DSLs, or to the Chair of the Governors as laid out in the [KCLMS Safeguarding Policy](#).

Any matters raised will be taken seriously and dealt with fairly and promptly. No member of staff will suffer a detriment or be disciplined for raising a genuine concern about unsafe practice, provided that they do so with good intentions.

## Appendix 1: Student code of behaviour

### In person code of behaviour

#### **By participating in (any afterschool) Outreach programme you are agreeing to:**

- notifying us as soon as possible via email or telephone if you are running late or cannot make a session (even if the session has already started)
- wearing your orange lanyard at all times
- being fully engaged throughout sessions
- listening to and acting on the advice, guidance and instructions from the teachers
- respecting each other and the school environment
- providing us with feedback
- allowing KCLMS to enter your details into the database used by King's College London Widening Participation to track the impact of their outreach activity
- providing KCLMS with your GCSE Mathematics result following your completion of the GCSE+ Maths programme, as well as information regarding your sixth form study choices
- being in photographs that we may take during sessions, if you give your permission to do so (and so do your parent(s) / carer(s))
- There were many more applications for this course than places. Therefore we reserve the right to withdraw your place if either:
  - you do not attend your sessions regularly without providing us in advance, by email or telephone message, a good reason for your absence
  - you don't show the enthusiasm, commitment or positive behaviour that we expect.

#### **By participating in (any Saturday) Outreach programme you are agreeing to:**

- not arrive before XX:XX as school will be closed
- leaving the school site by XX:XX
- notifying us as soon as possible via email or telephone if you are running late or cannot make a session (even if the session has already started)
- wearing your orange lanyard at all times
- being fully engaged throughout sessions
- listening to and acting on the advice, guidance and instructions from the mentors
- respecting each other and the school environment
- providing us with feedback
- allowing KCLMS to enter your details into the database used by King's College London Widening Participation to track the impact of their outreach activity
- being in photographs that we may take during sessions, if your parent(s) / carer(s) have given us their permission to do so.

#### **We reserve the right to withdraw your place if either:**

- you do not attend your sessions regularly without providing us in advance, by email or telephone message, a good reason for your absence
- you don't show the enthusiasm, commitment or positive behaviour that we expect.