

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

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### 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 from across London schools as part of our outreach programme. A key part of this is a programme of GCSE enrichment for students encompassing GCSE+, 7+, a Mathematics Circle and a Summer School.

### Application of Policy

The definition of 'children' provided by Keeping Children Safe in Education (Sept 2019) 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.

### Key staff

The Designated Safeguarding Lead (DSL) is Nora Kettleborough, Assistant Head, [nora.kettleborough@kcl.ac.uk](mailto:nora.kettleborough@kcl.ac.uk)

The Deputy Safeguarding Leads are:

- Dan Abramson, Head Teacher [dan.abramson@kcl.ac.uk](mailto:dan.abramson@kcl.ac.uk)
- Nicole MacNeil, Lead Teacher (Sixth Form), [nicole.macneil@kcl.ac.uk](mailto:nicole.macneil@kcl.ac.uk)

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.

### Reporting Procedures for Staff

In the event of a disclosure from a student:

- Do not keep the information to yourself, nor promise to a student you will keep it to yourself.
- Listen, reassure the student, remain neutral and take the complaint, whatever it may be, seriously.
- Do not ask leading questions: allow the student to speak freely, you should clarify rather than lead.
- Focus on WHAT, WHO, WHERE and WHEN but avoid WHY.
- Write a verbatim report and email this to the DSL using the above email address as soon as possible after the event.
- As some outreach sessions take place outside core school hours, in the event of a disclosure, staff are able to email the DSL with a disclosure.

- 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 school emergency contact number if they feel that a student is in immediate danger or is at risk of harm: 07902 911 144.

### **Concerns about a student's welfare**

If a member of staff is concerned about a student's welfare, the matter should be reported to the DSL as soon as possible.

On being notified of a concern the DSL will consider the appropriate course of action in accordance with the Lambeth Safeguarding Children Board referral threshold document or that relevant to the student's borough of residence. The DSL may also contact the DSL at the student's school to update and gain further information about the student's home life before making parental contact. Such action as a result of a disclosure may include early help which will be managed by the student's school or a referral to children's social care.

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.

### **Staffing**

All staff teaching on outreach programmes are DBS (Enhanced) checked and have been provided with adequate safeguarding training and have received the safeguarding policy documentation appropriate for their role. The full [KCLMS Safeguarding Policy](#) is available on the school website.

KCLMS students volunteer as teaching assistants for some outreach programmes. These students receive a safeguarding briefing from the KCLMS Designated Safeguarding Lead and are provided with a written overview of the safeguarding procedures at KCLMS.

### **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.
- In each classroom there is a copy of the Safeguarding and Child Protection summary for all students to see.
- At the start of the summer school programme, all students are introduced to the DSL in the welcome assembly.

### Safeguarding Procedures for Outreach Activities run online

- KCLMS Outreach Activities that are run online must operate in the KCLMS corporate Zoom account.
- The Outreach Administrator will agree the appropriate secure protocols for these Zoom 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 Zoom 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.

This policy supplements the full [KCLMS Safeguarding Policy](#) which includes further information on concerns about members of staff in addition to actions to prevent radicalisation and extremism and the reporting requirements for teachers in regards to FGM.

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 are permitted to attend our programmes.