

# **Safeguarding and Child Protection Summary for Casual Staff and Volunteers**

King's College London  
Mathematics School

## Safeguarding and Child Protection Summary for Casual Staff and volunteers

For the purposes of this policy, 'casual staff' refers to anyone who is paid by KCLMS for work that they do at the school but is not a member of the teaching or admin body. Their work might be short or long term, and they might work for other people, too. This includes, but is not limited to: alumni for admissions, exam invigilators, educational psychologists, wellbeing consultants and academic tutors. The policy also applies to unpaid volunteers, such as King's Certificate mentors and speakers.

Safeguarding and promoting the welfare of children is defined for statutory purposes as:

- Providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment; whether that is within or outside the home, including online
- preventing impairment of children's mental and physical 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 to achieve the best outcomes.

If you have any concerns that a student may be at risk of significant harm, either to themselves or from somebody else:

- Inform the Designated Safeguarding Lead (DSL): Obehi Orukpe, [kclms-safeguarding@kcl.ac.uk](mailto:kclms-safeguarding@kcl.ac.uk)
- If she is not available, please inform one of the Deputy Safeguarding Leads: Timothy Bateup and, if the concern is about an Outreach student, Elliot Francis-Hewitt ([kclmsoutreach@kcl.ac.uk](mailto:kclmsoutreach@kcl.ac.uk))

Every member of staff and all volunteers are responsible for safeguarding: for students, for each other and for the school. The full KCLMS Safeguarding Policy can be found on our website, on SharePoint or from the School office. SharePoint or from the School office.

- Deliberately, this summary may refer to the students at KCLMS as "children" in line with the definition of 'children' provided by Keeping Children Safe in Education (Sept 2025) which defines 'children' 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, including those who may have their eighteenth birthday before leaving KCLMS.

### Procedures – what do to if you have a concern

Every complaint or suspicion of abuse or neglect from within or outside the KCLMS will be taken seriously and in accordance with this policy. **If staff or volunteers are ever unsure, they must always speak to the DSL.**

A member of staff or a volunteer suspecting or hearing a complaint of abuse, neglect or exploitation must:

- Listen, reassure the student, do not show horror or distaste and take the complaint, whatever it may be, seriously. Listen carefully to the child and keep an open mind. All staff should have the attitude that 'it could happen here' and should not take a decision as to whether or not the abuse has taken place
- Do not ask leading questions: allow the student to speak freely; you should clarify rather than lead.
- Do not require the student to repeat distressing details, allowing for the fact that disclosures of abuse are of their nature distressing

- Do not keep it to yourself, nor promise a pupil you will keep it to yourself. You are not able to guarantee confidentiality and any concerns need to be referred to the DSL
- Focus on WHAT, WHO, WHERE and WHEN, but avoid WHY.
- Suggested wording:  
"I will listen to your concerns and take them seriously, but I should advise you that if I feel it is in the best interests of your welfare, I will need to discuss this with others who will be able to help. Now, what happened?"
- Keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. Please find the KCLMS Incident & Disclosure Record Sheet for Safeguarding Concerns at the end of this summary

**Preserving evidence:** All other evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be kept securely with the Disclosure Form and passed on in accordance with the procedures set out below:

If you have any concerns about a member of staff:

- Speak to the Head Teacher or to the Designated Safeguarding Lead
- If it concerns the Head Teacher, speak to the Chair of Governors

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

If a member of staff or a volunteer is concerned about a student's welfare, the matter should be reported to the DSL as soon as possible. See the KCLMS Safeguarding policy for the procedures for dealing with allegations against staff and volunteers.

On being notified of a concern the DSL will consider the appropriate course of action which may include early help or a referral to children's social care.

If it is decided that a referral is not required, the DSL will keep the matter under review and consideration given to a referral to children's social care if the student's situation does not appear to be improving.

Staff and volunteers 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 these procedures, if a member of staff or a volunteer has a concern about a child, there should be a conversation with the DSL to agree a course of action where possible. However, any member of staff or volunteer can make a referral to children's social care. If a referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.

### **If a child is in immediate danger or at risk of harm**

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. If needed, ensure that an ambulance has been called by ringing 999.

## **Child Protection – Types and signs of abuse and specific safeguarding issues**

### **Types of abuse**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional

or community setting by those known to them or, more rarely, by others (e.g. via the internet). A child might be abused by an adult or adults or another child or children.

Part 1 of *KCSIE* defines the following types of abuse, however, staff and volunteers should be aware that abuse, neglect and exploitation and safeguarding issues are rarely standalone events that can be covered by one definition or label and in most cases, multiple issues will overlap with one another.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact and / or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Prevent Duty**

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse.

As with managing other safeguarding risks, staff and volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Concerns should be passed on to the Designated Safeguarding Lead, Obehi Orukpe.

### **FGM**

Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

- All staff must be aware of the requirement for teachers to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.
- The report should be made orally by calling 101, the single non-emergency number.
- Those failing to report such cases will face disciplinary sanctions.
- If the teacher is unsure whether this reporting duty applies, they must refer the matter to the Designated Safeguarding Lead.

### **School Premises**

The school will take all practicable steps to ensure that school premises are as secure as circumstances permit to ensure the safeguarding of students, staff and volunteers.

Visitors are to report to the Main Reception where they are to sign in. They will be given a visitor badge and lanyard which they are to wear throughout their visit and will be asked to await collection or given further instruction.

All staff, volunteers and students are required to wear their KCLMS lanyard and identity badge whilst on site.

### **Guidance to casual staff and volunteers**

**In these notes, “student” means all students enrolled at KCLMS, from the date of our receipt of their application to join KCLMS the day after the 31<sup>st</sup> August of the year they complete Y13.**

**This guidance also includes students enrolled on the KCLMS Outreach programme and the KCLMS Summer School.**

In order that casual staff and volunteers do not place themselves or students at risk of harm or of allegations of harm to a student, they must always act in accordance with the following:

- Casual staff and volunteers avoid all situations where an adult is on his/her own with a student unless necessary and, in such situations, ensure that there is easy sight of the classroom (no closed doors) and that there is another member of staff or support staff in the vicinity. First Aiders have due regard for Safeguarding and Child Protection issues and take steps to minimize risk while still providing effective medical care for students.
- The DSL must always be informed of and approve the arrangements whereby one-to-one tuition or coaching takes place outside of school hours. Last-minute or informal arrangements for one-to-one tuition or coaching of this type should be avoided.
- Casual staff and volunteers must not give lifts to students, particularly one-to-one, or share taxis with students other than in an emergency. The DSL must be informed of any such emergency action as soon as possible. If a member of staff observes another member of staff giving a lift to a student, they should contact the DSL immediately, and should not discuss this with the member of staff in question.

- Whilst it is expected that work related emails may be exchanged outside school hours, casual staff and volunteers must minimise all out-of-school contact with students. Any such contact must be authorized in writing by the student's parents / carers or guardians, and the DSL or the Head Teacher must be informed.
- Seek advice from the DSL if a student's need to speak to you seems out of the ordinary or makes you feel uncomfortable.

### **Email, mobile phones and social networking**

KCLMS recognises that there may be occasions when a staff member may have to communicate with a student via email, Microsoft Teams or (perhaps to a lesser extent) mobile phone when carrying out their normal professional duties.

These **normal professional duties** may include:

- Email receipt of homework and teacher acknowledgement.
- Email receipt of UCAS material and teacher comment/suggestions. Arrangement of meetings, help with homework, or other quick questions students may have through the Chat function on Microsoft Teams
- Text messages or student mobile phone numbers while on a school trip/ visit to aid communication /safety.
- Text messages or calls to student to chase up punctuality issues/ clarify whereabouts e.g. valid Health and Safety/ Safeguarding and Child Welfare concerns.

Such electronic communication must never cross the boundary between normal professional conduct and abuse of trust, befriending or grooming. The key principles are:

### **Social Networking Sites**

- Consider carefully the public nature of such sites and decide if it is appropriate to join and what information about you will be open to parents / carers, students, colleagues, governors etc. If you have a personal blog then please take these matters into account too.
- KCLMS recommends that staff and volunteers establish privacy and security settings to the highest level.
- Never allow an existing student or any former students below the age of 18 to join your circle of "Friends".
- Report any unwanted contact/ emails/ messages from an existing student to the Designated Safeguarding Lead immediately.

### **Email/Teams/Mobile Phones**

Staff must use their KCLMS email accounts for any communication with a student. Do not use your personal email address. **Casual staff and volunteers who do not have a KCLMS account must therefore never communicate with students through any of these means.**

- Staff must not use a student's personal email address for electronic communication; only the KCLMS address should be used. KCLMS's system will thus have a record of all communication.
- Email contact must be formal and professional.
- Staff may use the chat function on Microsoft Teams on a 1-1 basis for short/quick conversations with students, if they are using their KCL account. Any extended conversation should be transferred to email, and where appropriate another member of staff copied in as above.
- Staff must not text students and should call students only from a landline telephone in the KCLMS building or from a KCLMS mobile telephone unless there are exceptional circumstances\*.

- Students' numbers must not be stored on a personal mobile and students must not have access to teachers' personal mobile numbers.
- Staff must not collect students' mobile telephone numbers except in the context of a planned, risk assessed trip or in exceptional circumstances\*.
- A KCLMS-issued mobile should be used to make contact with a student on a trip or school outing unless there are exceptional circumstances\*. For speed and efficiency, student and parent / carer emergency contact numbers may be stored on these for the duration of the trip/visit.
- Always use an alternative means of communication to contact a student if possible, e.g. a message via another student, or a message directly to the parents / carers.
- Staff must be aware that student email addresses and telephone numbers are personal data relating to that student and must take care to protect that data and not share it outside of KCLMS without appropriate consent. Further information and guidance are contained the KCLMS Data Protection Policy.

\*The DSL must be informed as soon as possible if such a circumstance has arisen.

### **Photography / video recording / audio recording**

It may sometimes be appropriate to record a student's voice or image, for example to give feedback about a student's presentation skills. However, in order to do so safely,

- The prior consent of the students must be had. Recordings cannot be clandestine.
- The academic purpose of the recording must be obvious and stated explicitly.
- Care must be taken when recording the image of a student in clothing other than the expected school dress, e.g. in sports kit or a drama costume. The necessity of recording the image in such a situation must be clear.
- Image recordings must not be made in an area where students may not be fully dressed e.g. backstage of a theatre, or in a sports dressing room.
- It is good practice to seek the advice and approval of a senior colleague in advance of any image creation or recording.
- Only KCLMS equipment can be used; neither staff nor students are permitted to use their own cameras, mobile phones, video recorders, etc.
- The recording must be deleted or destroyed once it has achieved its purpose.
- The recording must be kept on a KCLMS-issued computer; copies must not be made, nor kept on a personal computer.
- Any deviation from these protocols must be reported to the DSL as soon as it occurs.

Casual staff, including volunteers, should receive the following training:

- Before starting work:
  - Present a valid DBS check
  - Confirm that they have read and understood this policy
- Within the first two weeks of work:
  - Confirm that they have read and understood the:
    - ICT policy
    - Behaviour policy
    - KCSIE Part 1 or Annexe A
    - Staff code of conduct
  - Complete statutory safeguarding training: Level 1 or Level 2 as appropriate

- Have a safeguarding briefing with the DSL or other member staff assigned by the DSL:
  - Safeguarding procedures and reporting
  - 'it could happen here' approach

## **Safeguarding – Student Disclosure Record**

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### **Introduction**

Please note that students 'disclose' in many different ways: through their conduct, creative work and, in addition to direct disclosure, their play and interaction with peers. Students may feel that the abuse makes them different in 'our eyes' and this hinders their disclosures. Please do be sensitive in your treatment of any issue.

This form is designed to be completed by any member of staff who receives information raising safeguarding concerns either through observation or direct disclosure, from a student or from another source, who cannot report the incident through CPOMS.

The purpose of this form is to ensure that an adequate amount of information is recorded at the outset. This form must be completed as soon as possible after the information is received even where this happens away from the school, for example on an educational visit.

Completed forms must be passed to the school's designated safeguarding lead (DSL), the Head Teacher or chair of governors as appropriate, as a matter of urgency in accordance with the procedures set out in the KCLMS Safeguarding Policy.

### **Data Protection Information Notes**

The school holds personal information about students in order to safeguard and promote their welfare, promote the objects and interests of the school, facilitate the efficient operation of the school and ensure compliance with all relevant legal obligations.

The content of the student disclosure record, when completed, will contain personal information which is subject to the provisions of the *Data Protection Act 2018*. Students, and in certain circumstances their parents, have the right to request access to personal information about them held by the school, including the content of this form, although exemptions may apply depending on the circumstances. Legal advice should be sought before any information of this nature is disclosed to students or parents.

The school will keep this record confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. For example, where, in the



professional opinion of the Head Teacher or the DSL, it is deemed necessary we may share this record with the Social Services or the Police for the purpose of child protection investigations

Further information about Data Protection may be found in the KCLMS Data Protection Policy and the Privacy notices for staff and for students, parents and carers, available on the KCLMS website.

## King's College London Mathematics School

### Incident & Disclosure Record Sheet for Safeguarding Concerns

In the event of a disclosure from a student:

- 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
- Do not keep it to yourself, nor promise a student you will keep it to yourself.
- Focus on WHAT, WHO, WHERE and WHEN but avoid WHY
- Write a verbatim report below as soon as possible after the event and not more than 24 hours later and email or hand copy to the Designated Safeguarding Lead.
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To be completed by the member of staff compiling the report (black pen please)	
Staff name	Student name
Incident location, date and time	
<p>Before proceeding, have you reassured the student that you are there to help them but you cannot guarantee absolute confidentiality?</p> <p>Have you explained that in some cases you may need to pass the information on to ensure the correct action is taken?</p>	
<p>Incident details, including verbatim descriptions from the student</p> <p>A non-exhaustive list of the details to be included:-</p> <ul style="list-style-type: none"> <li>- What was said or done, by whom, to whom and in whose presence,</li> <li>- When the incident took place (date/time) and where</li> <li>- Whether the student wishes their parents or carers to be informed.</li> </ul>	

<p><b>Any other additional comments/remarks/evidence</b></p> <p>Details may include for example, any concerns you may have about signs of abuse, emotional ill treatment or neglect.</p> <p>Please include a note of any other evidence, for example, written notes, items of clothing or mobile messages relating to matter</p>
<p><b>Reporting Procedures</b></p> <ol style="list-style-type: none"> <li>1) <b>Concerns about a student's welfare</b> must be reported to the Designated Safeguarding Lead (DSL), Obehi Orukpe or in her absence, to the Deputy DSL, Timothy Bateup</li> <li>2) <b>If the complaint involves or is regarding a member of staff or adult volunteer</b>, it must be reported to Timothy Bateup as Head Teacher or in his absence to Mr David Benello, chair of governors.</li> <li>3) <b>Where the concern or allegation is made against the Head Teacher</b>, you must immediately inform Mr David Benello (<a href="mailto:dbenello@post.harvard.edu">dbenello@post.harvard.edu</a>), Chair of Governors or in his absence, Alison Wolf, vice chair of governors, without first notifying the Head Teacher.</li> </ol> <p>DO NOT investigate the matter as this could prejudice outside agencies</p> <p>See the KCLMS Safeguarding Policy for full details about reporting procedures.</p>
<p><b>Please record what action you have taken and when</b></p>

Signed	Date
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To be completed by Designated Safeguarding Lead	
Action taken (e.g. call social services, refer to CAMHS etc)	
Signed	Date

To be completed by Designated Safeguarding Lead	
Updates/Follow ups	
Signed	Date