

# MATHSWORLDDUK

## Safeguarding Policy

*Safeguarding children is the responsibility of everyone.*

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### 1. Policy statement

a. MathsWorldUK (MWUK) is a charitable company whose aim is to establish the UK's first interactive mathematics discovery centre. We undertake public mathematics events which frequently involve children.

Throughout this policy children shall be taken to mean children and young people up to and including age 18 who are involved in MWUK activities.

b. MWUK is committed to practices which protect children from harm. For the purpose of this policy, MWUK's personnel includes both its volunteers and employed staff. All such personnel who have unsupervised access to or contact with children are expected to:

- i. Recognise and accept their responsibilities;
- ii. Develop awareness of the issues which can cause harm to children; and
- iii. Use the procedure below to report concerns – see section 4.

c. MWUK will endeavour to safeguard children by:

- i. Adopting safeguarding procedures and a code of practice for all who act on behalf of the organisation;
- ii. Reporting concerns to the relevant authorities;
- iii. Following carefully procedures for recruitment and registration of staff and volunteers; and
- iv. Providing effective management for staff and volunteers through support and training.

d. MWUK is also committed to reviewing its Safeguarding Policy and procedures at regular intervals.

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e. It is MWUK's policy that:

- i. All personnel working on behalf of MWUK accept responsibility for the welfare of children who come into contact with MWUK in connection with its tasks and functions, and that they will report any concerns about a child or someone else's behaviour, using the procedures laid down.
- ii. There is a designated safeguarding lead and deputy designated safeguarding lead(s) within MWUK who will take action following any expression of concern, and the lines of responsibility in respect of safeguarding are clear.
- iii. The designated safeguarding lead and deputy designated safeguarding lead(s) know how to make appropriate referrals to appropriate child protection and safeguarding agencies, and are provided with training as appropriate.
- iv. All those who are involved with children and young people on behalf of MWUK should adhere to the Code of Practice in relation to children.
- v. Information relating to any allegation or disclosure will be handled as soon as possible, and there is a procedure setting out who should handle information and the time-scales for reporting it.
- vi. The Children Act 1989 states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
- vii. MWUK's policy on duty of care towards children will be referred to or included in recruitment, training, and policy materials where appropriate, and the policies are openly and widely available to staff and volunteers and actively promoted within the organisation.
- viii. A culture of mutual respect between children, and those who represent MWUK in all its activities will be encouraged, with adults modelling good practice in this context.
- ix. All staff, volunteers and anyone in paid or unpaid work on behalf of MWUK with unsupervised access to children will be checked appropriately.
- x. It is part of MWUK's acceptance of its responsibility of duty of care towards children that anybody who encounters safeguarding concerns in the context of their work on behalf of MWUK will be supported when they report their concerns in good faith.

## **2. Code of Practice**

- a. MathsWorldUK expects that all personnel (both volunteers and paid staff) will be made aware of this Code of Practice and adhere to its principles in their approach to all children.
- b. All one-to-one meetings with individual children should take place in publicly accessible areas, and it is important that no more time should be spent alone with children than is necessary.
- c. It is important not to have physical contact with children and this should be avoided.
- d. It is not good practice to take children alone in car journeys, however short.
- e. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- f. It is important not to deter children from making a 'disclosure' of inappropriate action through fear of not being believed, and to listen to what they have to say. Guidance on

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handling a disclosure is set out in this document. If this gives rise to a safeguarding concern it is important to follow MWUK's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.

g. Remember that those who abuse children can be of any age (even other children), gender or ethnic background, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

h. Good practice includes valuing and respecting children as individuals, and all personnel showing appropriate conduct – which will always exclude bullying, shouting, racism, sectarianism or sexism.

i. Volunteers are advised to be cautious about accepting friend requests via social media from under-18's, and instead direct students to the generic MWUK website and twitter feeds.

j. Sources of further help and information about good practice include

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren> and the National Society for the Prevention of Cruelty to Children (NSPCC)

<http://www.nspcc.org.uk/>, telephone 0808 800 5000.

### **3. Role and responsibilities of the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead(s) (DDSL)**

a. MathsWorldUK has appointed a Safeguarding Lead and one or more deputy Safeguarding Lead(s) who are responsible for dealing with any concerns about the protection of children. Contact details for the designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are circulated with this Policy; contact can also be made via MWUK's website.

MWUK will provide appropriate training for the DSL and DDSL.

b. The role of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) is to:

- i. know which outside child protection or safeguarding agencies (police, social services, health services) to contact in the event of a safeguarding concern coming to the notice of MWUK (for a list of local councils and contacts see <http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/index.htm>.)
- ii. ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;
- iii. liaise with police, local social services and health services and other agencies as appropriate;
- iv. keep relevant people within MWUK informed about any action taken and any further action required; and ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.

c. The role of the designated Safeguarding Lead is, in addition, to:

- i. provide information and advice on child protection and safeguarding within MWUK;
- ii. advise MWUK of child protection and safeguarding training needs;
- iii. review the operation of the Safeguarding Policy regularly to ensure the procedures are working and that it complies with current best practice.

d. The designated Safeguarding Lead is Margaret Brown; email '[Brown, Margaret](mailto:Brown,Margaret)' <[margaret.brown@kcl.ac.uk](mailto:margaret.brown@kcl.ac.uk)>; phone 02087894344

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e. The Deputy Designated Safeguarding Lead is Katie Chicot, email [katie.chicot@mathsworlduk.com](mailto:katie.chicot@mathsworlduk.com); phone 0113 2086774

#### **4. Procedure for reporting concerns**

- a. Staff or volunteers could have their suspicion or concern raised in a number of ways, the most likely of which are:
  - i. the conduct of a member of MWUK's personnel;
  - ii. a child 'disclosing' abuse;
  - iii. unusual behaviour by a child;
  - iv. bruising or evidence of physical hurt, which may or may not be accompanied by unusual behaviour.
- b. If a volunteer or member of staff has such concerns they should be reported to the DSL or a DDSL.
- c. Concerns about a specific child should be reported immediately to the DSL or a DDSL and confirmed in writing (such as via email) within 24 hours. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of personnel these should be reported to the DSL or a DDSL at the earliest opportunity.
- d. The DSL or DDSL will consider the report and either refer this immediately to the authorities or, after taking appropriate advice (which is likely to involve the DSL and may include discussing the circumstances on a confidential basis with the NSPCC) decide not to refer the concerns to the authorities but keep a full record of the concerns.

#### **5. Definitions of abuse**

Information about types of abuse can be found at:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

#### **6. Recruitment and selection procedures**

- a. Appropriate recruitment and selection procedures for staff and volunteers in the context of safeguarding have been adopted by MWUK.
- b. MWUK will maintain a register of volunteers and will reserve the right to ask for proof of identity.
- c. For those volunteers whose work will bring them into contact with children or who have a management responsibility in relation to those whose work will bring them into such contact, there is a requirement to declare all previous investigations or convictions; agreement to a Disclose and Barring Service check; and requirement to read and understand this Safeguarding Policy and how to contact the DSL or DDSL.
- d. For all other volunteers, there is a requirement to declare all previous investigations or convictions, and a requirement to read and understand this Safeguarding Policy and how to contact the DSL or DDSL.
- e. MWUK provides a clear guarantee that disclosed information will be treated in confidence, including adherence to the Disclosure and Barring Service code of practice.
- f. At least one representative from MWUK will meet with every new volunteer where appropriate.
- g. Written references will be obtained for every new volunteer where we expect they will be in pastoral contact with children or where appropriate for other reasons.

#### **7. Responding appropriately to a person making an allegation of abuse**

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- a. Stay calm.
- b. Listen carefully to what is said.
- c. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- d. Tell the person that the matter will only be disclosed to those who need to know about it.
- e. Allow the person to continue at his/her own pace but do not interrogate them.
- f. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- g. Reassure the person that they have done the right thing in telling you.
- h. Tell them what you will do next, and with whom the information will be shared.
- i. Record in writing what was said, using the person’s own words, as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that you sign and date the record. Report the incident to the DSL or DDSL as soon as possible. If the incident involves a specific child it should be reported immediately to the DSL or a DDSL and confirmed in writing (such as via email) within 24 hours.
- j. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred, and the person making the statement should not be interrogated. That is a task for the professional child protection and safeguarding agencies, following a referral from the designated Safeguarding Lead in the organisation.

## **8. Use of Photographic Equipment by Staff and Volunteers**

- a. MWUK will only permit photographs, videos or other images of young people to be taken at events organised by the MWUK with the verbal or written consent of their parents/guardians obtained either directly or via the young person’s school, and in line with our Data Protection Policy. MWUK will take all reasonable steps to ensure these images are used solely for the purposes for which they are intended.
- b. Staff or volunteers or others who have concerns regarding inappropriate or intrusive photography should report their concerns to the event organiser and these should be recorded in the same manner as any other safeguarding concern.

## **9. Guidance on levels of DBS disclosure**

- a. Disclosures should be renewed at least every three years. Declarations of previous convictions or investigations should be re-signed every three years.

Level	Description	Examples
None	No contact with children or young people; attendance at a public occasion; short-term contact with children or young people under supervision.	Guest lecturer at event, Mathematical workshops under supervision; third helper at events under supervision; author; problem setter; proof reader; committee member (except those referred to below); temporary

		member of staff(except those referred to below).
Basic	No contact with children or young people; attendance at a public occasion; short-term contact with children or young people under supervision; makes policy decisions which may affect children or young people.	Office staff, trustee
Enhanced ( <i>without a check of the Barred Lists.</i> )	Regular communications (contact at a distance, eg use of group mailings) with children or young people; occasional and irregular contact with children or young people.	Chairs; CEO; Tour Manager.
Enhanced ( <i>with a check of the Barred Lists.</i> )	Extended contact with individual children or young people including by individual electronic mail; direct management or supervisory responsibility for an individual having contact with children or young people.	Designated Safeguarding Lead and deputy designated Safeguarding Lead(s); leader at any events.

### 10. Guidance on use of DBS update service

MWUK encourages volunteers wherever possible to use the DBS Update Service. This permits a volunteer to take their DBS certificate with them from role to role within the same workforce and where the same type and level of certificate is required. This is a free service for a volunteer role and enables volunteers to have just one certificate to cover volunteering roles with several different organisations (where organisations permit this). A certificate for a paid role may be used for a volunteer role where all other criteria are the same (but a volunteer certificate is not acceptable for a paid role).

For MWUK the workforce is Child Workforce, the type is Volunteer, and the level is normally Enhanced with a check of the Barred Lists (for MWUK events involving children).

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Joining the update service enables volunteers to give authorized members of MWUK permission to check their existing DBS record on-line. The volunteer will need to send their original DBS certificate to MWUK for verification, but they will not need to send any other documents away. An individual can join the update service either within 28 days of the request for a DBS check being made by an organisation or within 30 days of the date of issue on the certificate. They must re-apply each year to maintain membership of the update service. This service is free of charge. More details can be found here: [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

MWUK will adhere to the DBS update service employer guidance which can be found here: <https://www.gov.uk/government/publications/dbs-update-service-employer-guide>.

#### **Related Policies**

- Data Protection Policy
- Complaints Policy

These policies can be downloaded from <http://mathsworlduk.com/our-policies/>