



Contents

1. Policy Statement
2. Code of Practice
3. Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s)
4. Procedure for Reporting Concerns
5. Definitions of Abuse
6. Recruitment and Selection Procedures
7. Responding Appropriately to a Child
8. Use of Photographic Equipment by Staff and Volunteers
9. Guidance on levels of DBS disclosure
10. Guidance on use of DBS update service

1. Policy statement

- a. The United Kingdom Mathematics Trust (the Trust) is a charitable company established to advance the education of children in mathematics. The Trust's core activity is the operation of national mathematics competitions for UK school and college pupils who are normally in the equivalent of year 13 or below (in England and Wales), S6 or below (in Scotland), or year 14 or below (in Northern Ireland); it also provides other mathematical enrichment activities for these pupils. Throughout this policy children shall be taken to mean children and young people up to and including age 20 who are involved in UKMT activities.
- b. The Trust is committed to practices which protect children from harm. For the purpose of this policy, the Trust'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.
- c. The Trust 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. The Trust is also committed to reviewing its Safeguarding Policy and procedures at regular intervals.
- e. It is the Trust's policy that:
 - i. All personnel working on behalf of the Trust accept responsibility for the welfare of children who come into contact with the Trust 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 the Trust 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 the Trust 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 1987 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. The Trust’s policy on duty of care towards children will be referred to or included in recruitment, training, moderation 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 the Trust 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 the Trust with unsupervised access to children will be checked appropriately.
- x. It is part of the Trust’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 the Trust will be supported when they report their concerns in good faith.

2. Code of Practice

- a. The United Kingdom Mathematics Trust 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 handling a disclosure is set out in this document. If this gives rise to a safeguarding concern it is important to follow the Trust’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 UKMT Facebook page 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. The UK Mathematics Trust 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. In addition the leader of a residential summer school or camp may act as a DDSL for the purposes of the camp. Contact details for the designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) are circulated with this Policy; contact can also be made via the Trust's website. The Trust 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 the Trust (for a list of local councils and contacts see <http://www.direct.gov.uk/en/D11/Directorys/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 the Trust informed about any action taken and any further action required; and
 - v. 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 the Trust; ii. advise the Trust 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 Mr Graham Keniston-Cooper; email dsl@ukmt.org.uk; phone 0113 365 0801.
- e. The Deputy Designated Safeguarding Leads are: Mr James Gazet, email deputy-dsl@ukmt.org.uk; phone 0113 365 0902, and Miss Amanda Lasso, email a.lassu@ukmt.org.uk

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 UKMT 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

- a. *Physical abuse* is any action which may cause physical harm to a child either as the result of a deliberate act or the omission or failure to act to protect.
- b. *Emotional Abuse* is the persistent emotional ill-treatment of a child such as to cause severe and lasting adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.
- c. *Sexual Abuse*;
 - i. Under the Sexual Offences Act 2003 any sexual contact with a young person under the age of 18 where the adult is in a position of trust can be construed as abuse even if the young person consents to, or indicates their consent to the contact.
 - ii. In general sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. It may involve physical contact, including rape or oral sex, or non-penetrative acts such as fondling. Boys and girls can be sexually abused by males and/or females, and by other young people. It also includes non-contact activities such as involving children in watching or taking part in the making of pornographic material, or encouraging children to behave in inappropriate ways.
- d. *Neglect* is 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. It may involve failing to provide adequate food, shelter and clothing, or failing to ensure that a child gets appropriate medical care or treatment.

6. Recruitment and selection procedures

- a. Appropriate recruitment and selection procedures for staff and volunteers in the context of safeguarding have been adopted by the Trust.

- b. The Trust 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. The Trust 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 the Trust will meet with every new volunteer where appropriate.
- g. Written references will be obtained for every new volunteer where appropriate.

7. Responding appropriately to a person making an allegation of abuse 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.
- 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. The Trust will only permit photographs, videos or other images of young people to be taken at events organised by the UKMT with the written consent of their parents/guardians obtained either directly or via the young person's school, and in line with our Data Protection Policy. The Trust 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 summer schools, camps and Mathematical Circles under supervision; third helper at team challenges events under supervision; author; problem setter; proof reader; marker; committee member (except those referred to below); temporary member of staff; Teacher Meeting helper.
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 (except those whose activities are referred to below); member of Council, F&GP or Subtrust
Standard	Roles exempted from ROA but no contact with children.	N/A

Enhanced (<i>without a check of the Barred Lists.</i>)	Regular communications (contact at a distance) with children or young people; occasional and irregular contact with children or young people.	Chairman; Director; Deputy Director;
Enhanced (<i>with a check of the Barred Lists.</i>)	Extended or overnight supervision or 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); team leader, deputy, pastoral helper, and observer for IMO and all overseas competitions; coordinator of mentoring; mentor; lead and assistant co-ordinator of team challenges regional or national final; organiser, director, supervisor or resident assistant at camp or summer school; event leader or helper at Mathematical Circles.

10. Guidance on use of DBS update service

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

Joining the update service enables volunteers to give authorized members of UKMT permission to check their existing DBS record on-line. The volunteer will need to send their original DBS certificate to UKMT 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. UKMT 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

- i) Data Protection Policy ii)
Health and Safety Policy iii)
Risk Management Policy
- iv) Code of Practice and Grievance Procedure for Volunteers

These policies can be downloaded from <https://www.ukmt.org.uk/policies/>.