

# Safeguarding

Policy statement



United Kingdom  
Mathematics Trust

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## 1. Policy Statement

1.1. The purpose of this policy statement is:

- i. to protect children and young people who participate in our activities from harm;
- ii. to provide staff and volunteers, as well as children and young people, their teachers and their families, with the principles that guide our approach to child protection.

1.2. This policy applies to anyone carrying out work on behalf of the UKMT, including the Board of Trustees, volunteers, paid staff and agency staff. Any breach of the policy will be addressed and actioned on.

1.3. 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. Details of our activities can be found at [ukmt.org.uk/what-we-do/aim](https://ukmt.org.uk/what-we-do/aim).

1.4. 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:

- 1.4.1. Recognise and accept their responsibilities;
- 1.4.2. Develop awareness of the issues which can cause harm to children; and
- 1.4.3. Use the procedure below to report concerns.

1.5. The Trust will endeavour to safeguard children by:

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

1.6. The Trust is also committed to reviewing its Safeguarding Policy and procedures at regular intervals.

1.7. It is the Trust's policy that:

- 1.7.1. 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 involved with the Trust's activities.
- 1.7.2. All volunteers must complete any necessary training and sign the annual safeguarding declaration before partaking in any UKMT activities.
- 1.7.3. 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.
- 1.7.4. For all other volunteers, there is a requirement to declare all previous investigations or convictions, and a requirement to read and understand how to contact the DSL or DDSL.
- 1.7.5. For those volunteers who come into contact with children, such as mentors, they must complete the UKMT's Safeguarding course every two years.
- 1.7.6. 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.
- 1.7.7. 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.
- 1.7.8. 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.

- 1.7.9. 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 reporting it.
- 1.7.10. 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 override 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.
- 1.7.11. 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.
- 1.7.12. 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.
- 1.7.13. All staff, volunteers and anyone in paid or unpaid work on behalf of the Trust with unsupervised access to children will be checked appropriately.
- 1.7.14. 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. Legal framework**

2.1. This policy has been drawn up in accordance with [Keeping Children Safe in Education \(2020\)](#) and on the basis of the [Children Act 1989](#), [Children Act 2004](#) and [Working Together to Safeguard Children \(2018\)](#)

## **3. Code of Practice**

- 3.0. Personnel should value children as individuals of age and respect them regardless of characteristics such as the following: gender reassignment, age, disability, marriage/civil partnership, neurodiversity, pregnancy, race, religion or belief, sex or sexual orientation.
- 3.1. The 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.
- 3.2. 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.
- 3.3. It is important not to initiate physical contact with children, unless in an emergency.
- 3.4. It is not good practice to take children alone in car journeys, however short.
- 3.5. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- 3.6. 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.

3.7. 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.

3.8. Volunteers are not to accept friend requests via social media from under- 18s, and instead direct students under 18 to the generic UKMT Facebook page and Twitter feeds.

3.9. If a student becomes a volunteer and has a previous social media friendship status with a student under 18 (who was previously a peer, but now they have a different status), they need to indicate that all UKMT related conversations are to be handled via UKMT official channels.

3.10. If there is any doubt about social media handling, volunteers should advise a Safeguarding officer in the first instance, who will provide them with support and guidance.

Note, ex-UKMT students might be especially psychologically vulnerable during the transition period from high school to university and might seek help from their UKMT contacts. If a university student reaches out to a volunteer for support, they should be directed to their university counselling services. UKMT is not expected in any way to provide a counselling role. Any interaction in this circumstance is private only.

3.11. 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.

## **4. Designated Safeguarding Lead and Deputy Designated Safeguarding Lead**

4.1. The UK Mathematics Trust has appointed a Designated Safeguarding Lead and a minimum of one but ideally two or three Deputy Safeguarding Leads who are responsible for dealing with any concerns about the protection of children. There will be at least one female and one male within the Safeguarding team.

4.2. At least one safeguarding officer needs to be a Risk and Compliance Board Committee member. 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 Leads 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 DDSLs.

4.3. The role of the designated Safeguarding Lead and Deputy Designated Safeguarding Lead is to:

4.3.1. 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 <https://www.gov.uk/find-local-council>)

4.3.2. understand the processes, procedures and responsibilities of other agencies, particularly children's social care.

4.3.3. ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover;

4.3.4. liaise with police, the DSL/DDSL of schools, local social services and health services and other agencies as appropriate;

- 4.3.5. keep relevant people within the Trust informed about any action taken and any further action required; and
- 4.3.6. ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence.

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

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

### **Interim Designated Safeguarding Lead**

#### **Mr Graham Keniston-Cooper**

Email: [dsl@ukmt.org.uk](mailto:dsl@ukmt.org.uk)

Phone: 0113 365 0902

### **Deputy Designated Safeguarding Leads**

#### **Mr Chris Budd**

Email: [deputy-dsl@ukmt.org.uk](mailto:deputy-dsl@ukmt.org.uk)

Phone: 0113 365 0801

#### **Dr Sanja Hukovic**

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Phone: 0113 365 1029

## **5. Recruitment and Selection Procedures**

- 5.1. Appropriate recruitment and selection procedures for staff and volunteers in the context of safeguarding have been adopted by the Trust.
- 5.2. The Trust will maintain a register of volunteers and will reserve the right to ask for proof of identity.
- 5.3. 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 some previous investigations or convictions; agreement to a Disclosure and Barring Service check; and requirement to read and understand this Safeguarding Policy and how to contact the DSL or DDSL.
- 5.4. For all other volunteers, there is a requirement to declare some previous investigations or convictions, and a requirement to read and understand this Safeguarding Policy and how to contact the DSL or DDSL, annually.

- 5.5. 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.
- 5.6. At least one representative from the Trust will meet with every new volunteer where appropriate.
- 5.7. Written references will be obtained for every new volunteer where appropriate.
- 5.8. If any volunteer does not complete or renew the required paperwork within the required timescales, they will be removed from their duty until it is completed.
- 5.9. Our policy statement on the recruitment of ex-offenders [can be found here](#).

## **6. Procedure for Reporting Concerns**

- 6.1. In the event a concern arises, [please complete this reporting template and send it to the DSL or a DDSL](#). The form can also be found in appendix A.
- 6.2. Staff or volunteers could have their suspicion or concern raised in a number of ways, the most likely of which are:
- 6.2.1. the conduct of UKMT personnel;
  - 6.2.2. a child 'disclosing' abuse;
  - 6.2.3 unusual behaviour by a child;
  - 6.2.4. bruising or evidence of physical hurt, which may or may not be accompanied by unusual behaviour;
  - 6.2.5. If a volunteer or member of staff has such concerns they should be reported to the DSL or a DDSL;
  - 6.2.6. 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.
  - 6.2.7. 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.

## **7. Definitions of abuse**

- 7.1. 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.
- 7.2. 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.

### 7.3. Sexual Abuse;

7.3.1. 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.

7.3.2. In general, sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether 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.

7.3.3. Children 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, or grooming a child.

7.3.4. Grooming is the process of 'preparing' a child for a sexual purpose. Grooming is often slow and subtle, continuing for several weeks or months and lulling the child into a false sense of security. It always involves manipulation and deceit. Three types of grooming are recognized:

7.3.5. street grooming which occurs in the community

7.3.6. online grooming using technology including the internet and mobile phones

7.3.7. in organizations

7.5. 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.

(Note: references to children, young people mean all individuals under the age of 18. References to parents mean parents, carers and others with parental responsibility.)

## **8. Procedure for responding to a disclosure of abuse**

Based on guidance from [learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/#responding-to-disclosures](https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/#responding-to-disclosures)

8.1. It is important to remember that the person who first encounters a disclosure of abuse is not responsible for deciding whether abuse has occurred or for interrogating the person making the disclosure. That is a task for the professional child protection and safeguarding agencies, following a referral from the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

8.2. Receive:

8.2.1. Keep calm;

8.2.2. Listen to what is being said without displaying shock or disbelief;

8.2.3. Take what is said seriously;

8.2.4. Note down what is being said, if you can.

### 8.3. Respond:

- 8.3.1. Reassure the child or young person that they have done the right thing in talking to you;
- 8.3.2. Be honest and do not make promises you cannot keep;
- 8.3.3. Do not promise confidentiality or to keep the conversation a secret; you have a duty to refer to an appropriate person immediately if you feel it is necessary;
- 8.3.4. Reassure the child or young person that information will only be shared with those who need to know;
- 8.3.5. If you have immediate concerns about a child's safety, call 999.

### 8.4. React:

- 8.4.1. Establish whether or not, in your judgement, you need to refer the matter, but do not interrogate or pressure the individual;
- 8.4.2. Make sure all questions are open and not leading questions, for example, "Did they...?";
- 8.4.3. Explain what you must do next and who you must talk to;

### 8.5. Record:

- 8.5.1. Use the UKMT template if possible;
- 8.5.2. Make notes at the time, if you can, and write them up as soon as possible;
- 8.5.3. Do not destroy any notes you make;
- 8.5.4. Record the date, time, place, and any non-verbal behaviour displayed by the child or young person;
- 8.5.6. Record, as far as possible, the actual words used by the child or young person;
- 8.5.7. Record statements and observable things rather than your interpretations or assumptions.

### 8.6. Report:

- 8.6.1. Contact the [Designated Safeguarding Lead](#) or [Deputy Designated Safeguarding Leads](#) immediately;
- 8.6.2. The Designated Safeguarding Lead or Deputy Designated Safeguarding Leads may be required to make appropriate records available to other agencies.

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

9.1. 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.

9.2 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.



## 10. Guidance on levels of DBS disclosure

10.1. Disclosures (or equivalent checks where relevant to the individual's location) should be renewed at least every three years. Declarations of previous convictions or investigations should be re-signed every year.

*Based on the Disclosure & Barring Service's guidance*

[DBS Checks: Working with Children in the Charity Sector](#)

10.2. Access to Standard and Enhanced Disclosure Checks is controlled by the law.

10.3. The law does not say when a Standard or Enhanced Disclosure Check 'must' be carried out, but it does specify when a DBS check 'can' be applied for. Organisations may produce their own guidance stating when they want DBS checks to be requested, but this guidance must comply with the law that allows a DBS check to be applied for.

**10.4. Basic Disclosure Checks** will disclose details of any unspent convictions and conditional cautions. Anyone can apply for a Basic Disclosure Check themselves via the DBS website or via an organisation registered with the DBS to submit basic checks (known as Responsible Organisations).

**10.5. Standard Disclosure Checks** will disclose details of spent and unspent convictions, cautions, warnings and reprimands. Standard Disclosure Checks should only be applied for when an individual is taking on a role or carrying out activities mentioned in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. There are no such roles or activities within the UKMT.

**10.6. Enhanced Disclosure Checks** will disclose the same information as a standard check but can also include other non-conviction information that the police believe is relevant to the workforce applied for. Enhanced Disclosure Checks should only be applied for if a role meets the definition of 'work with children' (the child workforce) and/or 'work with adults' (the adult workforce) or falls into the 'other workforce'.

**10.7. Enhanced Disclosure with Barred List Checks** will disclose the same information as an Enhanced Disclosure Check and include a check of the Children's Barred List, the Adults' Barred List or both, depending on which group the individual is working with and whether the role is eligible.

If someone is included on a barred list, it means that they must not carry out 'regulated activity' within the workforce they are barred from and an employer must not employ them in that role. Only an employer or recruiter can apply via an organisation registered with the DBS (known as a Registered Body).

10.8. Any volunteer who has been abroad for more than 12 months in the last ten years must provide additional evidence to be discussed upon application, such as a police check, from the country from which they resided.

### 10.8. Roles and the level of disclosure check required

10.8.1. The table below lists staff and volunteer roles for which we require a DBS check and the level of check required. If undertaking more than one role, the volunteer will need to be checked at the highest relevant level.

10.8.2. Key: + with a check of the children's barred list

C Caring for or working with children

M Moderating an online chatroom or online media

T Teaching children

F Working more than 3 times a month with children

O working overnight (between 2am and 6am) where there may be face-to-face contact with children

U unsupervised contact

<b>Role</b>	<b>Level of check</b>	<b>Reasons</b>
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### **Governance**

Trustee	Enhanced	See <sup>1</sup>
Committee member	Basic	
Member	Basic	

### **Members of staff**

Executive Director	Enhanced +	See <sup>2</sup>
Manager	Enhanced +	See <sup>2</sup>
Volunteering Manager	Enhanced +	See <sup>2</sup>
Mentoring Administrator	Enhanced +	C M F
Any other member of staff <sup>3</sup>	Basic	

### **Enrichment/Challenges**

Summer School Director	Enhanced +	C T F O U
Summer School Pastoral Deputy	Enhanced +	C T F O U
Summer School Volunteer (staying overnight or attending for 3 or more days)	Enhanced +	C T F/O U

<sup>1</sup> The UKMT is considered a children's charity, because its volunteers include those who carry out work that falls into the legal definition of 'regulated activity with children'. Therefore, Trustees are eligible for an Enhanced check.

<sup>2</sup> The Executive Director, Manager and Volunteering Manager are considered to be managers of volunteers.

<sup>3</sup> Members of staff carrying out volunteer roles for which we require a DBS check must undergo that check.

Summer School Visitor (day visitor for 2 days or fewer)	Enhanced	CT
Trip or Camp Guest Lecturer, Supervised by someone with an enhanced + DBS and attending for 1 day	None	TC
Summer School Senior	Enhanced +	CTFOU
Mentor	Enhanced +	CTFU
Mentor Assessor	None	M
Online Event Moderator (2 days or fewer)	Enhanced	CM
Online Event Moderator (3 days or more)	Enhanced +	FCM
Trip or Camp Leader or Deputy Leader	Enhanced +	CTOU
Trip or Camp Pastoral	Enhanced +	CTOU
Trip or Camp Guest Lecturer, Supervised by someone with an enhanced + DBS and attending for 1 day	None	TC
Author	None	
Problem Setter, Problem Checker, or Proofreader	None	
TMC/STMC Leader (3 or more days)	Enhanced +	CFU
TMC/STMC Leader (2 days or fewer)	Enhanced	CU
TMC/STMC Volunteer (2 days or fewer)	Enhanced	C
TMC/STMC Volunteer (3 or more days)	Enhanced +	FC

## 11. Guidance on use of DBS update service

11.1. 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)

11.2. 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).

11.3. 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.

11.4. 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 reapply 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). 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>.

## **12. Policy Governance and Related Policies**

12.1 This Policy is owned by the UKMT's Risk and Compliance Committee and will be reviewed and recommended for approval to the Board of Trustees.

12.2 This policy statement should be read alongside all our other policies, procedures and related documents, including:

- Recruitment of Ex-Offenders
- Recruitment, Induction, Training, Supervision and Support
- Social Media usage
- Serious Incident Reporting

## Appendix A: UKMT Concern Reporting Template

<b>UKMT affiliate reporting concern</b>	
Name:	
UKMT Role:	

### Concern detail

<b>Detail</b>	<b>Guidance</b>
Child's name:	
Time:	
Location:	
Concern type:	
Unusual non-verbal behaviour observed:	
Physical evidence, if any:	
Child's statement:	<ul style="list-style-type: none"> <li>• Record, as far as possible, the actual words used by the child or young person</li> <li>• Record statements and observable things rather than your interpretations or assumption</li> </ul>