



## Further Maths Support Programme Wales

### Safeguarding Children Policy

#### 1. Introduction

1.1 Further Maths Support Programme Wales (FMSPW) is a schools and outreach programme funded by the Welsh Government and operating throughout universities in Wales.

1.2 FMSPW main office is based at:

Computational Foundry  
Room 103  
Bay Campus  
Swansea University  
SA1 8EN

1.3 This policy must be read in conjunction with the Swansea University Safeguarding of Vulnerable Groups Policy. This document is an appendix to the main Swansea University Safeguarding policy and includes procedures which are specific/relevant/linked to the work carried out by the FMSP Wales project.

1.4 The structure of FMSPW comprises of staff located across Wales but all key staff on contractual hours are employed by Swansea University. All staff employed by Swansea University will follow this appendix in conjunction with the reading the Swansea University Safeguarding of Vulnerable Groups Policy.

1.5 FMSPW staff are based at sites across Wales but should still follow the Swansea University policy and appendix for processes specific to FMSPW as outlined below.

1.6 FMSPW is comprised of Area Coordinators, Administrative staff and an internal Steering group and is managed by the principal investigator. FMSPW has a specified safeguarding officer who is the Area Coordinator responsible for tuition.

1.7 Safeguarding is everyone's responsibility. Everyone working for FMSPW has adopted this safeguarding Children Policy and will be familiar with the Swansea University (and other university if working from Aberystwyth, Bangor or Cardiff University) safeguarding policy. In adopting the policy FMSPW aims for young people and children to be given support required to be healthy, stay safe, enjoy and achieve through learning.

#### 2. Purpose of the policy

2.1 This policy is intended to protect children and young people who receive any service from FMSPW.



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- 2.2 Services from FMSPW include AS/A-level Further Mathematics tuition, workshops, masterclasses, teacher professional learning and conferences. The age range of FMSPW outreach events and activities is age 14 – 18 and for tuition is age 16-18.
- 2.3 As an organisation we believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us a volunteers or staff, and to guide our approach to child protection an safeguarding.

### 3. The risks to children

- 3.1 Situations where children need protection include instances of:
- Sexual abuse
  - Grooming
  - Domestic violence
  - Physical and emotional abuse and neglect
  - Inappropriate supervision by staff or volunteers
  - Bullying, Cyber bullying, acts of violence and aggression within our schools and campuses
  - Victimisation
  - Self-harm
  - Unsafe environments and activities
  - Crime
  - Exploitation

### 4. Safeguarding participants

#### 4.1 In Educational setting (Schools/Colleges)

The school/college has a duty of care in these settings and FMSPW will ensure that all workshops, activities and events comply with the requirements of the school/college and will follow the guidance set by the school/college and this policy will be an addendum to their policy. On arrival at school, staff will usually be asked to read the safeguarding policy and be made aware of who to contact at the school should they have a concern. Staff should note these details.

All meetings with individual children and young adults (such as when offering extra help to children and young adults tutored by the FMSPW) should take place in publicly accessible areas with school or college staff present if available, and it is important that that no more time should be spent alone with them than is necessary.

Any safeguarding issues identified should be reported following guidance in the “Reporting” section below.

#### 4.2 Online Further Mathematics Tuition

FMSPW use Adobe Connect for online delivery as stated in the award letter from the funder (Welsh Government). All state-funded schools and colleges can subscribe their children and

young adults for FMSPW tuition for which an agreement is drawn between the school and the FMSPW. This includes consent from the school, children and young adults, and parents/guardians for attending tuition online. Schools are to be informed about FMSPW safeguarding and GDPR policies.

General principles to be observed in online lessons

- Everyone in the classroom should be identifiable.
- There must be robust supervision to track interactions.
- Everyone needs to understand the expected behaviours and how to report any transgressions in accordance with school, the university and FMSPW policy.
- Systems used for storing information and online delivery should be secure.

#### 4.3 Online classroom for online Further Mathematics Tuition

- No personal video from FMSP tutors or children and young adults is streamed during sessions. Usually teaching material (powerpoint) is uploaded in advance before each session.
- Only tutors can share the content, all rooms are protected with passwords and participants are set in advance. In lessons participants observe a whiteboard with the powerpoint, where teachers write and explain tasks.
- Children and young adults may be asked to contribute to the lesson by answering questions via chat box or scribbling answers on screen.
- Only participants' names, chat messages and the teaching content displayed on the whiteboard are visible during the session.
- Every session is recorded for safeguarding purposes but also for the benefit of the learners who may prefer to re-visit the recordings.
- Once the session is recorded, participants' names are anonymised, and the recording is shared with all the children and young adults registered for the course and their schoolteachers.

Guidance for FMSPW staff using an online classroom:

- Online location of each tutorial should be known to the school contact prior to the tutorial.
- Disable children and young adults' webcams or, if not available, instruct children and young adults joining the session individually not to use the webcams. Advise children and young adults to be muted initially.
- All sessions with children and young adults participating as individuals should be recorded and the location of the recording needs to be known to your line manager or the safeguarding officer.
- Make sure that children and young adults are aware that the recording has started. Tutors should include a prompt to record the sessions in their first slide. Let everyone know how long the recordings will be kept for.
- No webcam should be used in tutorials. Occasionally webcams may be used by presenters only if agreed by the FMSPW (such as for an online orientation day). If the

presenter is using their webcam, ensure that the environment and background are appropriate.

- Webchat will be monitored during live sessions and all inappropriate language and conversations will be deleted.
- Sessions with larger groups of children and young adults and teachers, will include a moderator as well as a presenter who can monitor interactions. Moderators will be members of the FMSPW Team.
- There needs to be a mechanism in place to verify an individual's identity such as an individual school integral username or a verifiable email address.
- Ensure that the materials that you are using have been adapted suitably for the online environment.
- Make sure that children and young adults and teachers understand the ground rules, these will be outlined at the beginning of the workshop, activity or course.
- Ensure all children and young adults leave the online environment at the end of a session – all sessions to be closed by an FMSPW team member.
- If tutors have any concerns about the behaviour of children and young adults in a session or if they receive communication from child or young adult that causes concern, they should contact the tuition coordinator and the FMSPW safeguarding officer. A report should be made by a member of staff as soon as they become concerned – do not wait for confirmation of the suspicions. The safeguarding officer will work with the university and other FMSPW staff as appropriate to coordinate the organisational response to the reported information. This is likely to include liaison with statutory and external agencies including the person's school or college.
- The tuition coordinator will review the recordings of two online sessions, chosen at random each year, for every tutor. The tuition coordinator will briefly visit online sessions on a regular basis.
- All staff delivering tuition will be DBS checked.
- Tutors and all FMSPW staff are to use the university email address for all communication with children and young adults and teachers. Tutors should not use a personal email address. Avoid communicating with children and young adults by phone or text.
- School contact and FMSPW contact Hayley Owen, hao9@aber.ac.uk should be copied in on all tuition communication with the children and young adults.
- Communication with children and young adults should be via email only, using the email addresses for children and young adults provided at the registration.

#### Online classroom rules for children and young adults:

- Do not share your password or use any other person's username or password or attempt to attend an online session that you are not invited to attend.
- Do not give out any personal information such as phone number, address, social media account to anyone other than if asked by the FMSPW team.
- Follow all the instructions given by the tutor
- Be polite and responsible when communicating with others
- Do not record or take pictures during an online session.
- Observe your school or college's cyber safety guidelines to keep safe online.

#### 4.4 Other events and activities

There are four kinds of other events/activities:

- Those open to children and young adults via their school (in-school or University setting).
- Those for unaccompanied children and young adults.
- Online activities other than Further Mathematics tuition.
- Those for children and young adults accompanied by a 'parent', teacher or responsible adult.

4.5 Both events and activities are to be defined broadly to include any occasions where FMSPW will be providing a service. If the event or activity is organised by a 3<sup>rd</sup> party then safeguarding is the responsibility of the organiser of the event, they will be required to have a safeguarding policy/statement, a copy of which will be kept on file with FMSPW. If we require the participant to support our part of the event then the responsibility for safeguarding will rest with the FMSPW team and event registration and contact details will be kept by the team.

4.6 At events and activities for children and young adults under 16 they must be brought to the event by a parent/guardian who also takes the child home again afterwards.

4.7 Young people under the age of 18 attending face-to-face events unaccompanied must bring with them written consent and a mobile telephone number of one of their parent/guardians and must be enrolled by a member of the FMSPW team before being left with the event leader. The enrolment must record the child's name, age and address and the name(s) and address(es) of the child's parent (s)/guardian(s) together with their mobile telephone number. The enrolment form will ask for allergies and medical information including nature of condition, medication information as well as emergency contact details for the child.

4.8 All FMSPW organised events and activities will have a member of FMSPW staff present.

4.9 In some circumstances activities other than Further Mathematics tuition may need to be delivered online. For all events and activities an initial review will be carried out to ascertain the most appropriate delivery method for participants. Questions to be asked are identified in the WG guidelines p7 of the Welsh Government's Live-streaming Safeguarding Principles and Practice for Education Practitioners document. Where it is identified that live online sessions are most appropriate then these events will follow the FMSPW principles and protocols as set out in sections 4.2 and 4.3 above, subject to the availability of technological features in the platforms used (e.g., MS Teams does not at present allow for participants to be anonymised in recordings). Two adults will be present in all activities where the number of online participants is greater than 30 at least one adult will be DBS checked,

## 5. Disclosure and barring

- 5.1 Some of our activities may require adults, involved or leading an activity to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children. All FMSPW team members who lone work directly with children under 18 will undertake an enhanced DBS check.
- 5.2 FMSPW will take very seriously any concerns or allegations regarding the behaviour of pupils and teachers.
- 5.3 If a member of FMSPW has any concerns about a child including concerns that a child is experiencing or is at risk of harm through Physical abuse, sexual abuse, emotional/psychological abuse, financial abuse or neglect they should get in touch immediately with the: FMSPW Safeguarding Officer – Stephen Earles [s.n.f.earles@swansea.ac.uk](mailto:s.n.f.earles@swansea.ac.uk)
- 5.4 Where a member of the FMSPW team has a concern regarding the behaviour of a member of staff they should contact the FMSPW Safeguarding Officer – Stephen Earles [s.n.f.earles@swansea.ac.uk](mailto:s.n.f.earles@swansea.ac.uk) or FMSPW Project PI, Sofya Lyakhova [s.lyakhova@swansea.ac.uk](mailto:s.lyakhova@swansea.ac.uk) for further details see the Swansea University Whistleblowing policy.
- 5.5 The safeguarding officer will review any allegation and potential risk to children and, if appropriate, will take immediate action reporting to the police/social services any concerns. Allegations regarding members of the team will be dealt with according to Swansea University "Procedures on Safeguarding" and staff should follow the Swansea University Whistle blowing policy.
- 5.6 Responding to a disclosure concern
- If a child is at risk of immediate harm – call emergency services on 999.
  - As soon as practically possible after the disclosure the member of staff should make written notes on the appropriate form (Swansea University or school or college form) including date, time and location, what the young person said and did, and any questions asked of the young person and their responses. For further guidance on responding to disclosure see Appendix 1 of Swansea University's safeguarding vulnerable groups.
  - A report should be made by a member of staff as soon as they become concerned **and within a minimum of one working day** – do not wait for confirmation of the suspicions.
  - All initial reports should be made to the FMSPW safeguarding officer (Stephen Earles [s.n.f.earles@swansea.ac.uk](mailto:s.n.f.earles@swansea.ac.uk) ), if they are not available, to the College of Science Swansea University safeguarding officer (Stuart Toomey, [s.j.toomey@swansea.ac.uk](mailto:s.j.toomey@swansea.ac.uk) ). The safeguarding officer will work with the FMSPW staff to coordinate the organisational response. This is likely to include the person's school or college and appropriate authorities.
  - Relevant legislation, guidance and codes of practice are outlined in Swansea University Safeguarding Vulnerable Groups Policy. FMSPW advises that staff to follow Safeguarding Children in Education Welsh Government guidance <https://gov.wales/safeguarding-children>.

## **6. Health and safety aspects of safeguarding children and young people**

- 6.1 Before starting any face-to-face event for unaccompanied children and young adults, FMSPW will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents/responsible adults and children and young adults will be made aware of any particular risks and steps taken to minimise those risks. FMSPW will keep a record of all risk assessments.
- 6.2 At least two adults will be present at any face-to-face event for unaccompanied children and young adults to enable one adult to deal with any emergency while another adult supervises the child not directly affected by the emergency. For groups over 30 children and young adults a risk assessment will be carried out to determine the required adult supervision ratio which will be implemented accordingly.

## **7. General code of conduct**

Good practice includes valuing and respecting children and adults as individuals, and all personnel are expected to treat others with respect and be inclusive of diversity and promote equality including gender, age, ethnic origin, sexual orientation, disability or religion and belief.

- Communication with children and young adults should be via email only, using the email addresses for children and young adults provided at the registration..
- FMSPW staff will not initiate or accept any type of communication, such as friend requests, via personal social media from children and young adults. FMSPW team members will not share details of personal social media accounts with children and young adults and vice versa. This does not preclude children and young adults from ‘following’ FMSPW social media accounts where there is no one-to-one communication.
- FMSPW team members will not have physical contact with children and young adults, unless it is to help in emergency.
- FMSPW team members will not take children and young adults alone in car journeys.
- Members of the FMSPW team will not make suggestive or inappropriate remarks to or about children and young adults, even if fun, as this could be misinterpreted.
- Images of children and young adults will only be taken where permissions are granted, and all appropriate procedures are followed. Images of children and young adults will not be stored on personal equipment, such as mobile phones.
- It is important that FMSPW staff must not deter children and young adults 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 as set by the university and/or school or college should be followed. If this disclosure gives rise to a child protection concern it is important to follow the procedure for reporting such concerns.

## **8. Policy on prevention of bullying**

We will not tolerate the bullying of children and young adults by adults or by other children. If any incident of peer bullying should arise at an FMSPW event, those involved will be separated immediately and the parent/guardian will be notified. This relates to face-to-face or online events. In a school/college setting the school will adopt their normal protocol but

FMSPW will also notify their safeguarding officer who should in turn advise the lead partner of any incident. The FMSPW team will review all incidents of peer bullying and assess the likely future risk to children and young adults. If appropriate the FMSPW Team will consider excluding the child from future events but only in full accordance with the rules and procedures of FMSPW. Allegations of adults bullying children and young adults will be dealt with under paragraph 5.3 above.

## 9. Managing behaviour, discipline, and acceptable restraint.

- 9.1 Adults supervising children and young people at FMSPW events must never use any form of corporal punishment. If physical restraint is required to prevent injury to any participant/person or to prevent serious damage to property, then the minimum necessary restraint may be used which should be proportionate and using the least restrictive measure.

## 10. Reporting

- 10.1 Any concerns regarding the safeguarding of participants should be reported to the responsible officer in school/college workshops (normally the teacher) and the FMSPW safeguarding officer, Stephen Earles [s.n.f.earles@swansea.ac.uk](mailto:s.n.f.earles@swansea.ac.uk) and the principal investigator Sofya Lyakhova [s.lyakhova@swansea.ac.uk](mailto:s.lyakhova@swansea.ac.uk)
- 10.2 Any concerns regarding safeguarding outside of schools/colleges should be reported to the FMSPW safeguarding officer and the FMSPW Principal investigator.
- 10.3 A log will be kept of any safeguarding issues and the issues will be reported in line with University policy to the College of Science Safeguarding Officer Stuart Toomey [s.j.toomey@swansea.ac.uk](mailto:s.j.toomey@swansea.ac.uk).

## 11. Other policies

This safeguarding policy should be read together with the following policies and resources

- Safeguarding policy Swansea University <https://www.swansea.ac.uk/media/Safeguarding-Vulnerable-Groups-Policy-2018.docx>.
- All FMSPW employees should follow the procedure set out above in conjunction with Swansea University policy, this includes if the resigns in another University.
- It is recommended that the FMSPW safeguarding officer and project officer are familiar with the safeguarding policies of MEI/AMSP that deliver similar service including online Further Mathematics tuition to schools and colleges in England, <https://mei.org.uk/safeguarding>.

## 12. Legal framework

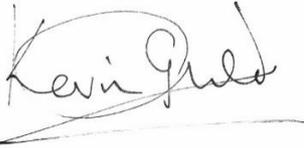
This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998

- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Social Services and Well-being (Wales) Act 2014
- Wales Safeguarding Procedures 2020

This Policy was approved by the following Officer and is due for review every year.

The approving Officer will be the Principal Safeguarding Officer, Swansea University.  
(Kevin Child - k.g.child@swansea.ac.uk)



Signature:

Date: 19/01/21