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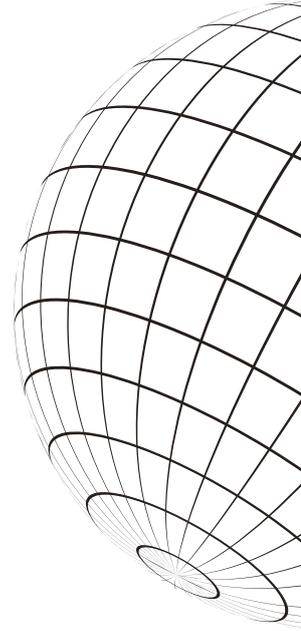


# Safeguarding & Child Protection (Ofsted) Policy

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# SAFEGUARDING & CHILD PROTECTION POLICY (OFSTED)



London Maths & Science College (LMSC)

Version: 1.0

Status: Approved

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Next Review Due: 31<sup>st</sup> October 2026 (annual, or following statutory updates/serious incident)

Policy Owner: Head of Centre (HoC)

Designated Safeguarding Lead (DSL): Eman Ahamed, DSL — [Phone], [Email]

Deputy DSL(s) (DDSL): Anis Zaman, Deputy DSL — [Phone], [Email]

Prevent Single Point of Contact (SPOC): [Name/Role]

Data Protection Officer (DPO): [Name/Role]

Local Authority Children's Social Care (MASH/Front Door): [LA name/contact]

Local Authority Designated Officer (LADO): [Contact]

Police (non-emergency): 101

Emergency: 999

# 1. PURPOSE / RATIONALE

This policy sets out LMSC's safeguarding arrangements to protect children (those under 18) and adults at risk, prevent harm, and promote welfare in line with Ofsted expectations and statutory guidance, including:

- Keeping Children Safe in Education (KCSIE) 2025.
- Working Together to Safeguard Children 2025.
- Education Inspection Framework (EIF).
- Prevent Duty (Counter-Terrorism and Security Act 2015, updated guidance).
- Care Act 2014 (for adults at risk).
- UK GDPR and Data Protection Act 2018.

It should be read with the LMSC Staff Code of Conduct, Whistleblowing, Behaviour/Student Conduct, Online Safety & Filtering/Monitoring, Data Protection & Privacy Notices, Curriculum (RSHE/PSHE) Statement, Examinations, and Health & Safety policies.

## 2. SCOPE

Applies to all LMSC students (16–19, and any adults), staff (teaching/support/agency), volunteers, contractors, visitors, governors/proprietor, and partners (alternative provision, work experience, homestay/host families where arranged), across on-site, off-site, online and remote activity.

## 3. DEFINITIONS

- Safeguarding: protecting from maltreatment; preventing impairment of health/development; ensuring safe/effective care; enabling best outcomes.
- Child: anyone under 18. Adult at risk: adult with care/support needs who is at risk of abuse/neglect and unable to protect themselves.
- Abuse: physical, emotional, sexual; neglect; domestic abuse; child-on-child abuse; sexual violence and sexual harassment; harmful sexual behaviour (HSB); exploitation (CSE/CCE); County Lines; modern slavery; FGM; honour-based abuse; forced marriage; radicalisation; serious violence; online abuse; upskirting; bullying/harassment; fabricated/induced illness; homelessness; mental-health-related harm; private fostering; early/forced marriage.

## 4. POLICY STATEMENT

LMSC is committed to: 1. A strong safeguarding culture where concerns are identified early and acted upon.

2. Early help and proportionate intervention using local thresholds for support.

3. Safe recruitment, supervision and conduct of adults working with young people.

4. Victim-centred responses to child-on-child, sexual harm, discrimination and harassment.

5. Robust online safety including filtering and monitoring arrangements.

6. Effective multi-agency working and timely referrals to Children's Social Care and the Police.

7. Secure, accurate, and timely record-keeping and information sharing.

8. Regular training and oversight by leaders, with systematic review and assurance.

## 5. ROLES & RESPONSIBILITIES

Governing Body/Proprietor

- Holds strategic responsibility for safeguarding; appoints a DSL and ensures sufficient time, training, and resources.

- Ensures policies (including filtering/monitoring and low-level concerns) are in place, implemented, and reviewed annually.

- Receives termly safeguarding reports (no personal data) and escalates issues promptly.

Head of Centre (HoC)

- Ensures implementation of this policy; supports the DSL; promotes a safeguarding culture; ensures safer recruitment and safeguarding in contracts/SLAs.

Designated Safeguarding Lead (DSL)

- Lead responsibility for safeguarding; manages referrals to MASH/Children's Social Care, Channel, Police, LADO; maintains safeguarding files; oversees early help; ensures staff training and induction; quality assures records; liaises with the Virtual School for looked-after children and care leavers; oversees attendance/CME risks; leads on contextual safeguarding and Prevent.

Deputy DSL(s)

- Trained to the same standard; act in DSL's absence; maintain continuity.

All Staff, Agency Staff and Volunteers

- Must read Part 1 (or Annex A where appropriate) of KCSIE and this policy; complete annual training and regular updates; know how to report concerns; maintain professional boundaries; model safe behaviour.

- Report immediately any concern about a child or adult at risk to the DSL/DDSL (or directly to Children's Social Care/Police if required).

- Recognise indicators of abuse/exploitation, mental ill-health, and radicalisation.

Data Protection Officer (DPO)

- Advises on lawful processing and secure handling of safeguarding data; supports information sharing where justified.

- IT Manager
- - Implements filtering and monitoring controls; completes annual risk assessment with DSL; reports incidents.
- Curriculum/PSHE Lead
- - Oversees preventative education (consent, online safety, sexual harassment, exploitation, extremism).

## **6. SAFER RECRUITMENT & SINGLE CENTRAL RECORD (SCR)**

- Recruitment complies with KCSIE and LMSC Safer Recruitment procedures: role description scrutiny; application form; identity and right-to-work checks; enhanced DBS with barred list check for regulated activity; prohibition from teaching and Section 128 checks where applicable; overseas checks; professional qualification verification; two references (including most recent employer) and explanation of gaps; online searches on shortlisted candidates.
- Agency/third-party staff: written confirmation of vetting; identity verified on arrival.
- Maintain a Single Central Record including all required checks for staff, agency, governors, and relevant volunteers.

## **7. MANAGING ALLEGATIONS & CONCERNS ABOUT STAFF (INCLUDING SUPPLY/CONTRACTORS)**

- Allegations meeting the harm threshold (has harmed/may harm a child; possible criminal offence; behaviour indicates risk; transference risk) are reported immediately to the HoC and DSL, who will contact the LADO within one working day; Police and/or Children's Social Care consulted as required.
- Low-level concerns (does not meet harm threshold but inconsistent with Code of Conduct) are recorded, reviewed by the HoC/DSL, and patterns addressed.
- Whistleblowing: staff can raise concerns via LMSC Whistleblowing Policy or external routes; no detriment for protected disclosures.
- Duty to refer to DBS and, where applicable, Teaching Regulation Agency (TRA) following dismissal/resignation for harm risk.

## **8. EARLY HELP, THRESHOLDS & REFERRAL**

- Staff identify emerging needs/risks and discuss with DSL for early help or targeted support.
- Where a child is suffering or at risk of significant harm, the DSL makes a referral to Children's Social Care (MASH) without delay (and in any case within 24 hours).
- In an emergency, staff call 999.
- Parents/carers are informed unless doing so places the child at increased risk or jeopardises a Police investigation.
- Outcomes and plans are recorded and reviewed.

## 7. DOCUMENTATION & RECORDS

- Use the LMSC RA Template (Appendix A) and, for COSHH, the COSHH RA (Appendix B).
- Store RAs on the H&S drive/MIS with version control, owner and review date.
- Display local rules/SSoW where appropriate (labs/workshops/exam rooms).
- Keep training, briefings, inspections and audits as linked records.

## 8. COMMUNICATION, TRAINING & COMPETENCE

- Induction and refresher training for all staff; role-specific training for assessors (e.g., COSHH, fire warden, trips leader).
- Briefings for students prior to practicals, trips and exams (posters and quick guides).
- The Competent Person maintains a Competency & Training Log (Appendix F).

## 9. SPECIFIC SAFEGUARDING ISSUES (NON-EXHAUSTIVE)

- Child-on-child abuse: including sexual harassment/violence, upskirting, initiation/hazing, bullying, abusive images; all reports taken seriously; victim-led, trauma-informed responses; risk assessments and safety plans implemented; sanctions/education as appropriate; referrals made as needed.
- Sexual violence/harassment & HSB: follow KCSIE/UKCIS guidance; manage disclosures sensitively; consider Police referral; provide ongoing support; keep detailed records.
- CSE/CCE & County Lines: be alert to indicators (missing episodes, new relationships, unexplained gifts, drug use, hotel stays); refer to Children's Social Care/Police; consider National Referral Mechanism (NRM) where modern slavery suspected.
- Domestic abuse: monitor impact; participate in Operation Encompass (where available).
- FGM: teachers have a mandatory duty to report known cases (visually identified or disclosed) in under-18s directly to Police (101/999) and inform DSL.
- Honour-based abuse/forced marriage: refer urgently; do not contact family without advice.
- Preventing radicalisation: staff report concerns to DSL/SPOC; Channel referral considered; balanced curriculum promotes critical thinking and British values.
- Serious violence: be alert to weapons indicators, patterns of absence, unexplained injuries.

- Missing education/attendance concerns: swift follow-up; liaison with LA; risks assessed.
- Mental health: staff are not diagnosticians; they identify concerns and liaise with DSL; DSL coordinates support and referrals (GP/CAMHS).
- Looked-after children & care leavers: DSL liaises with Virtual School and social workers; designated staff member tracks progress and attendance.
- Private fostering (under-18 living with non-close relative for >28 days): notify LA; DSL records.
- Adults at risk: follow Care Act safeguarding procedures; refer to Adult Social Care.

## **10. ONLINE SAFETY, FILTERING & MONITORING**

- LMSC operates age-appropriate filtering (blocking illegal and harmful content) and effective monitoring across devices and networks used for education.
- The DSL and IT Manager complete an annual written risk assessment covering: system specifications; who reviews alerts; staff training; device types (including BYOD); mobile network risks; leadership oversight; and response procedures.
- Clear Acceptable Use Agreements are in place for students and staff; curriculum includes online safety (privacy, consent, sharing images, pornography, extremism, misinformation).
- Incidents (e.g., harmful content access, image sharing) are recorded, investigated, and reported to agencies where appropriate.

## **11. CURRICULUM & PREVENTATIVE EDUCATION**

- Through the tutorial/PSHE programme and wider curriculum, LMSC provides high-quality, inclusive preventative education: healthy relationships and consent; equality and respect; online safety; sexual harassment and violence; exploitation; substance misuse; mental health; extremism and radicalisation.
- Provision is sequenced and age-appropriate for 16–19 learners and adults, with targeted interventions for vulnerable groups (SEND, EAL, LAC, young carers).

## **12. ATTENDANCE, MISSING LEARNERS & ALTERNATIVE PROVISION**

- Persistent absence or sudden change in attendance triggers a safeguarding check.
- Alternative providers/work experience placements are subject to due diligence, safeguarding risk assessment, clear SLAs, named DSL contacts, and ongoing monitoring.
- Where homestay/host families are arranged, LMSC follows national guidance, including enhanced DBS checks and monitoring.

## **13. TRIPS, WORK EXPERIENCE & SITE SAFETY**

- Risk assessments include safeguarding considerations (group dynamics, SEND, medical needs, supervision ratios, remote/overnight stays).
- Visitors/contractors are supervised; identity checked; safeguarding briefing provided; no unsupervised access to students unless appropriately vetted.
- Lettings ensure safeguarding expectations in contracts.

## **14. INFORMATION SHARING, RECORD-KEEPING & DATA PROTECTION**

- LMSC uses a secure safeguarding recording system (e.g., CPOMS/secure MIS) to maintain a chronology of concerns, actions, decisions and outcomes.
- Files are transferable to new settings securely and promptly (normally within 5 working days of request).
- Retention: child protection records retained until the subject's 25th birthday (or longer if required); adult safeguarding records per retention schedule.
- Lawful bases: public task and vital interests; special category data under substantial public interest for safeguarding; information shared with agencies when it is in the child's best interests and proportionate.

## **15. STAFF TRAINING, INDUCTION & AWARENESS**

- All staff: induction before unsupervised contact and annual safeguarding training, with regular updates (at least termly briefings).
- DSL/DDSL: accredited/advanced training updated at least every two years, plus ongoing CPD.
- Specialist training: online safety (including filtering/monitoring), Prevent/Channel, low-level concerns, sexual violence/HSB, record-keeping, safer recruitment (for panel members).
- Attendance and impact of training are recorded and quality-assured.

## **16. REPORTING & ESCALATION (INTERNAL)**

- Hear the concern; record facts promptly using the LMSC safeguarding form/system; include date/time, exact words, and body map if relevant.
- Inform the DSL/DDSL immediately (face-to-face/phone plus system entry). If the DSL/DDSL is unavailable and a child is at risk of immediate harm, contact Children's Social Care/Police directly.
- Do not promise confidentiality; explain information will be shared with those who can help.
- DSL decides on action: early help; referral; consultation with MASH; emergency action; monitoring.
- Challenge & Escalation: if staff disagree with DSL decisions and remain concerned, they must escalate to HoC or contact Children's Social Care directly.

## **17. MANAGING DISCLOSURES**

- Listen; reassure; take the allegation seriously; avoid leading questions; explain next steps; record contemporaneously; support the learner; avoid undue delay.
- Offer safe spaces and appropriate support, including counselling or external services where appropriate.

## **18. REASONABLE FORCE, SEARCHING, SCREENING & CONFISCATION**

- Any use of reasonable force must be proportionate and recorded; parents/carers informed where appropriate.
- Searching and confiscation follow DfE guidance; searches for prohibited items conducted by trained staff with a witness; records kept; safeguarding considered.

## 19. PHOTOGRAPHY, IMAGES & CCTV

- Parental/student consent (as applicable) is obtained for non-essential photography/filming; educational necessity and data minimisation apply.
- No staff personal devices used for recording; centre devices only.
- CCTV usage is risk assessed, signed, and complies with Data Protection Policy.

## 20. QUALITY ASSURANCE, GOVERNANCE & REPORTING

- Termly safeguarding report to the Governing Body/Proprietor summarising training, referrals, attendance, exclusions, child-on-child incidents, online safety logs, and lessons learned (no identifying data).
- Annual safeguarding audit against KCSIE/Ofsted expectations; action plan monitored through SLT.
- Case reviews post-incident; participation in local learning reviews/SCRs as required.

## 21. MONITORING & REVIEW

- Policy reviewed annually or sooner following changes in legislation, guidance, or serious incidents.
- DSL maintains version control and ensures publication on the LMSC website and availability to learners, parents/carers, and staff.

## 22. ASSOCIATED DOCUMENTS & REFERENCES

- LMSC: Staff Code of Conduct; Low-Level Concerns; Whistleblowing; Behaviour/Student Conduct; Online Safety & Filtering/Monitoring; Data Protection & Privacy Notices; Safer Recruitment; Equality, Diversity & Inclusion; Attendance; Trips & Visits; Work Experience; Exams (including Evacuation); Complaints; Anti-Bullying.
- National: KCSIE 2025; Working Together 2025; Prevent Duty; Education Inspection Framework; Care Act 2014; UK GDPR & DPA 2018; Searching, Screening & Confiscation (DfE); Sexual Violence/Sexual Harassment guidance; UKCIS guidance on sharing nudes/semi-nudes; FGM duty.

## 23. APPROVAL & REVIEW RECORD

Version	Date Approved	Approved By (Signature)	Role	Next Review
1	[DD/MM/YYYY]		Head of Centre	[DD/MM/YYYY]

## APPENDICES (OPERATIONAL)

### APPENDIX A: CONTACTS (POPULATE)

- Local Authority Children’s Social Care (MASH/Front Door): [Phone/Email]
- Emergency Duty (Out of Hours): [Phone]
- LADO: [Phone/Email]
- Channel/Prevent referrals: [Route/Email]
- Virtual School Head: [Contact]
- Police Safer Schools/Prevent Team: [Contact]

### APPENDIX B: SAFEGUARDING CONCERN FORM (MINIMUM FIELDS)

Student name/ID/DOB; date/time/location of concern; exact words of disclosure; observed injuries (body map); witnesses; immediate actions; name/signature/date; DSL decision/time; actions/outcomes; review date.

### APPENDIX C: LOW-LEVEL CONCERNS (LLC) – REPORTING TEMPLATE

Staff name; date; factual description; context; any evidence; DSL/HoC review; outcome/actions; pattern review date.

## APPENDIX D: ALLEGATIONS AGAINST STAFF – PROCESS MAP

- Report to HoC/DSL immediately → consider child safety → contact LADO within 1 working day.
- Strategy discussion (LADO/Police/CSC/HoC/DSL).
- Inform accused staff member (subject to advice).
- Protective measures (redeployment/suspension) if required.
- Investigation/record-keeping.
- Outcome and learning; DBS/TRA referral if threshold met.

## APPENDIX E: EARLY HELP & REFERRAL THRESHOLDS (LOCAL)

Signs/indicators; consent/parental engagement; when to escalate; link to LA threshold document.

## APPENDIX F: FILTERING & MONITORING – ANNUAL RISK ASSESSMENT (TEMPLATE)

### F1. System Overview

- Filtering provider/version: []
- Monitoring solution/version: []
- Network coverage: on-site wired [], on-site Wi-Fi [], remote/VPN [], guest/BYOD []
- Device coverage: centre-owned Windows [], macOS [], ChromeOS [], iOS [], Android [];
- Staff devices []; Student devices []

### F2. Roles & Triage

- Who receives alerts (names/roles): []
- Hours covered & response times (e.g., term time 08:00–18:00, <24h triage): []
- Escalation path (IT → DSL → SLT): []

### F3. Technical Controls

- Categories blocked (illegal/harmful): CSAM [], extremism [], weapons [], self-harm/suicide [], pornography [], gambling [], anonymisers/VPNs [], P2P [], malware []
- Safe search & YouTube restrictions enforced: []
- SSL inspection where lawful/appropriate: []
- Mobile data risk mitigations (e.g., phone policy, MDM): []
- Logging/retention (duration, access controls): []

### F4. Operational Practice

- Acceptable Use Agreements issued & signed (staff/students): []
- Staff training on filtering/monitoring completed (dates, % coverage): []
- Student curriculum coverage (online safety topics/sequence): []
- Known vulnerable cohorts & additional monitoring: []

## F5. Testing & Assurance

- - Quarterly blocking tests (sampled terms/dates & outcomes): []
- - Monitoring alert audit (sampled cases & response times): []
- - Incident logs reviewed with DSL (dates): []
- - Data protection DPIA reviewed (date/owner): []

## F6. Risks & Actions

- | Ref | Risk | Likelihood | Impact | Controls in place | Action required | Owner | Due date  
| | - | - | - | - | - | - | - | - | 1 | [e.g., student mobile data bypass] | M | H | Phone  
policy; education | Extend MDM; signage | IT/DSL | [] | 2 | [e.g., weak alert triage] | L |  
H | Weekly review | Define SLAs | DSL | [] |

## F7. Annual Sign-off

- - DSL signature/date: []
- - IT Manager signature/date: []
- - HoC signature/date: []

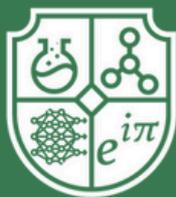
# APPENDIX G: CHILD-ON-CHILD RISK ASSESSMENT & SAFETY PLAN (TEMPLATE)

Parties involved; nature of incident; immediate safety measures; timetable/rooming adjustments; supervision; curriculum support; review dates; voice of the child; parent/carer communication; external agency involvement.

# APPENDIX H: RECORD TRANSFER & RETENTION CHECKLIST

- Request received; chronology printed/exported; file quality check; secure transfer method; receipt confirmed; retention date set; archive location.

*Printed copies are uncontrolled. The DSL holds the master version and ensures that all staff, agency staff and volunteers are provided with induction and annual updates aligned to this policy.*



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## Contact

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