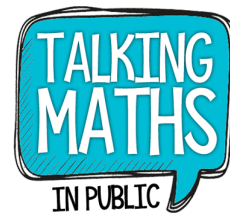


Safeguarding Policy



Talking Maths in Public (TMiP) is committed to maintaining a safe and positive environment and protecting all involved in TMiP activities from all forms of abuse. Everyone involved in TMiP activities should always be treated with respect, and in line with our Code of Conduct, Equality and Diversity Policy and Safeguarding Policy.

We take our responsibility to safeguard all those involved in TMiP activities seriously, and have a legal duty to safeguard children and adults at risk. Whilst none of our activities are aimed at children or provide specific provision for groups of adults at risk, we are aware that children and adults at risk may take part in our activities. This Safeguarding Policy outlines our commitment to safeguarding and the procedures which will be followed in order to accomplish this.

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What is Safeguarding?

Safeguarding describes the actions taken to promote the welfare of children and adults at risk, and to protect them from harm. Safeguarding is everybody's responsibility and we all play a part in keeping children and adults at risk safe. Please see the appendices for more details, including definitions.

Our commitment to safeguarding means that we are committed to:

- Preventing harm to all involved in TMiP activities, in particular children and adults at risk, by making sure the way we work keeps people safe and does not place anyone at risk of harm.
 - This includes ensuring that all TMiP representatives (i.e. all trustees, committee members, contributors, volunteers, partners, contractors - including event speakers, and anyone else involved in running or supporting a TMiP activity) understand safeguarding in relation to their role and the part they play in keeping people safe.
- Ensuring all TMiP activities are carried out in-line with relevant safeguarding good practice guidance.
- Protecting children and adults at risk from abuse and harm by taking seriously and appropriately responding to all concerns or disclosures - see "Our responsibilities" below for more details.
- Having the appropriate policy and procedures in place to support children and adults at risk, including:

- Ensuring that all TMiP representatives are aware of and abide by our safeguarding policy;
- Ensuring that our policies are accessible by all;
- Ensuring that all those involved in TMiP activities understand our commitment to safeguarding and are able to report a concern or disclosure; and
- Reviewing our safeguarding policy at least biennially, or if there are significant changes to safeguarding legislation or guidance.

Our commitment to safeguarding, and procedures to be followed in the event of a safeguarding concern being raised, is outlined in this Safeguarding Policy. Our other policies also apply within the context of safeguarding - in particular, our Code of Conduct and Equality and Diversity policy.

Your responsibilities

Safeguarding is everyone's responsibility: if you have concerns about anyone's safety and or wellbeing you must act on them. It is not your responsibility to investigate further, or determine whether any form of abuse has taken place, but you do have a responsibility to report any concerns or disclosures which arise (a disclosure is someone telling you that something has happened). It is not acceptable to assume that someone else will report any concerns.

Please note that concerns should not be shared with anyone beyond the TMiP Designated Safeguarding Officer (DSO) and/or Board of Trustees, or anyone who needs to know for the immediate support of the individual(s) in question.

You do not need consent to report a safeguarding concern arising at or related to a TMiP activity to the TMiP DSO/Board of Trustees. Where we need to refer a concern to an external organisation, we will seek the appropriate consent to do so.

The key steps in dealing with any safeguarding concerns are known as the 4 Rs:

Recognise	Respond	Report	Record
<p>Recognise a concern, disclosure or accusation</p> <p>Take these seriously and do not dismiss them</p> <p>Listen to everything being shared</p> <p>Do not ask leading questions or investigate</p>	<p>Respond appropriately</p> <p>Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up</p> <p>Do not promise confidentiality and don't make judgements</p>	<p>Report all concerns to the appropriate people within TMiP (see below)</p> <p>Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe</p>	<p>Record all the relevant information, in the person's own words and separating fact and opinion. This will be required so we can assess what to do, and in case concerns need to be passed on to external organisations</p>

How to report any concerns

If you have any concerns about (current, previous or the risk of) abuse, poor practice or the wider welfare of a child or adult at risk, or if you receive a disclosure about any form of abuse, poor practice or welfare issues, you can speak to the TMiP Designated Safeguarding Officer (DSO). Safeguarding concerns should ALWAYS be reported to the TMiP DSO or another TMiP Trustee, and not shared with anyone who does not need to know.

Our Designated Safeguarding Officer (DSO) is: Samantha Durbin

To report any confidential safeguarding concerns, email safeguarding@talkingmathsinpublic.uk.

If it is not appropriate to contact the DSO (for example, if the concern implicates them) or if they cannot be reached, you can speak to another member of the TMiP Board of Trustees in confidence.

For all other enquiries please email info@talkingmathsinpublic.uk. Please note that all members of the Board of Trustees have access to this email account. If you do not wish one of the board of trustees to be included in a communication for any reason, you can use this email address to ask another of the Board of Trustees to contact you confidentially. Any enquiries related to safeguarding will be shared with other members of the Board of Trustees as appropriate.

If the child or adult in question may be at risk of immediate or significant harm you must call the police by calling 999. If you have concerns or receive a disclosure about a child, you can also contact the NSPCC for advice on 0808 800 5000.

You do not need consent to report a safeguarding concern arising at or about a TMiP activity, or about a TMiP representative, to the TMiP DSO or board of trustees. Concerns should be reported as soon as possible, and in some cases immediately:

If there may be an immediate risk of harm	Call emergency services on 999 immediately, then contact DSO (or equivalent)
If there is a serious but not immediate risk of harm, if a TMiP representative is implicated, if you are unsure on level of risk, or if there is no serious/immediate risk of harm but the situation is ongoing	Contact the DSO (or equivalent) immediately, preferably via phone if possible (their number is visible on the TMiP WhatsApp, or you can email the safeguarding and general TMiP email address asking them to call you urgently)
No serious/immediate risk of harm and situation is not ongoing	Contact DSO (or equivalent) within 24 hours

The DSO, in consultation with the TMiP board of Trustees where appropriate, will determine whether the concern needs to be passed on to external agencies so that the person in question can be supported.

There may be some circumstances where it is appropriate for you to ask whether an adult at risk gives consent for their personal details to be shared with other agencies – for example, if an adult at risk makes a disclosure to you.

- If it is necessary to pass on a report to an external agency, and you have not already sought consent to share personal details, the DSO or relevant responsible person will ask the adult at risk for their consent (unless this would put the adult at greater risk).
- If the adult concerned does not consent to their name being shared, it is usually possible to make an anonymous report if appropriate, unless we have a duty to pass the information on (for example to protect others - see below under “our responsibilities”).

If you are working on behalf of TMiP with partner organisations or in an external venue (for example a university), it may also be necessary to report to that organisation’s Safeguarding lead.

While we want to ensure that all adults are protected and can take part in TMiP activities safely, we have a legal duty to safeguard adults at risk. Any safeguarding concerns about the welfare of adults who are not adults at risk can be reported to us, but we will not be able to refer them to the local

Adult Safeguarding Team as they are only able to support adults at risk. Where possible, we may be able to signpost towards other support services for the adult in question. It is unlikely that anyone will be aware of whether any individual adult is an adult at risk; as such, you should report concerns regarding anyone involved in TMiP activities, and the TMiP DSO and/or Board of Trustees will proceed as is required under safeguarding best practice for the relevant region.

Our Responsibilities

We will ensure that all concerns or disclosures reported to us, and any concerns we have ourselves, are taken seriously, treated with respect and confidentiality, and where appropriate will be reported to the appropriate external body. This will likely be the relevant Local Authority Safeguarding Board, but may be the police if the person in question is at risk of immediate or significant harm.

We will record all concerns, reports and disclosures appropriately, along with any decisions or actions taken. If a member of the Board of Trustees is implicated in any way in a concern or disclosure then they will not be included in the decision making process. See Appendix 3: Data Storage for more details on how data will be stored and managed.

Where a concern has been raised about any TMiP representative acting inappropriately, it may be appropriate to suspend them from their involvement in any TMiP activities until claims have been investigated by the appropriate external organisations. If a concern has been raised about an event attendee acting inappropriately, the TMiP Board of Trustees may need to ask them to leave the event.

If a concern has been raised about a member of the TMiP Board of Trustees or committee member acting inappropriately, they may be asked to step down from the board on a temporary basis until claims have been investigated by the appropriate external organisations. If they remain on the board, they may not take full part in overseeing TMiP activities and will not be involved in any decisions about Safeguarding until the matter has been resolved.

We will always seek to obtain the appropriate consent before referring any concerns to external organisations.

- Concerns regarding child safeguarding will be discussed with the appropriate parents/carers unless it is reasonable to assume that this would place the child in greater danger.
- Concerns regarding adult safeguarding always require the consent of the adult in question before external organisations can be involved, except in exceptional circumstances (for example: if emergency medical attention were required, if a child or another adult at risk were also at risk of harm, if a serious crime was being committed, or if the concern implicates a TMiP representative, as we may then have a duty to report that person).

Children taking part in TMiP Activities

Though our activities are not aimed at children or young people, young people aged 16-17 who have a particular interest in maths or STEM communication are welcome to attend TMiP activities if they have parental consent, under the following conditions:

- If the event is ticketed, a ticket will be required, and parental consent should be given at the time of booking; parents/carers should get in touch to discuss the suitability of the event and for a tailored booking link. For all other activities, parents/carers should get in touch with us in advance to discuss suitability and give consent.
- For face-face events which are run over several days and include a residential component, a parent or carer must accompany the young person during the event, whether or not the accommodation is organised through TMiP. This is due to the additional safeguarding needs for a multi-day event.

In order to allow parents/carers to attend our events, children and young people aged 15 and under are able to attend TMiP activities if they are accompanied and fully supervised by a parent or carer, and should not be left unattended at any time. Parents/carers should contact us in advance if they need to bring their children with them to a TMiP event. We reserve the right to ask any attendees to leave if they are causing disruption to an event or other attendees, including children and their parents.

TMiP Representatives and any of our event partners are not responsible for any children in attendance at our events, and we will not provide any supervision or arrangements to oversee any lone children or young people under the age of 16.

Parents/carers should be aware that as TMiP activities are not aimed at children, they will therefore not necessarily be overseen by DBS-checked staff/volunteers. If we ever run events for under-18s, either solely or in partnership with other organisations, separate terms and conditions for attendance will apply. In addition, while content should be inclusive for a wide adult audience and should not be offensive (in line with our Code of Conduct), it may not always be suitable for children.

It is a condition of booking that everyone in attendance at a TMiP event may appear in TMiP's photographic, video or sound recordings of the event; we will request permission for this during booking and parents/carers should speak to the TMiP Board of Trustees if they have any concerns about this regarding their child. Any delegates taking pictures or recordings should seek the appropriate consent before including anyone under the age of 18:

- Parent/carer consent must be obtained before including a child aged 15 or under in any pictures or recordings, while young people aged 16 and over are able to give their own consent. Consent CANNOT be assumed for anyone under 18.

Children or young people should not be in direct solo communication with TMiP representatives; instead, contact should be via or including a responsible adult (such as parent/carer or teacher). As such, children or young people aged 17 and under should not join the TMiP WhatsApp group.

Contact details of children and young people will not be included in delegate lists and should not be shared with other event participants.

Young people wishing to contribute to TMiP activities (for example, by giving a lightning talk at a conference or taking part in the TMiP animation collaboration) will need parental consent to do so; a parent or carer should email info@talkingmathsinpublic.uk to give consent in advance. Please note that any contributions will be available to the event audience in the same way that an adult's contribution would be; for example, if an event were being live streamed, the young person's contribution would be included in this. Parent/carer or another responsible adult's contact details should be used instead of the young person's for any queries or contact from the activity audience.

Appendix 1: Definitions

The following definitions are based on safeguarding legislation and guidance for England.

A **TMiP Representative** is anyone involved in running or supporting a TMiP event, activity or running TMiP as a whole - including trustees, committee members, partners, contributors, volunteers, and contractors, including event speakers.

A **child** is anyone aged under 18, regardless of any other status.

Child safeguarding is the action that is taken to promote the welfare of children and protect them from harm. It means:

- Protecting a child's right to live in safety, free from abuse and neglect;
- People and organisations working together to prevent and stop abuse or neglect and reducing the risks of this happening; and
- Making sure that the child's wellbeing is promoted; including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

Child protection is a part of safeguarding, and refers to the activity that is undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

An **adult at risk** is someone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. All organisations have a duty to safeguard adults at risk.

Appendix 2: Policy context

While TMiP Activities take place across the UK and virtually, the TMiP committee is based in England and as such, this safeguarding policy is underpinned by English legislation and guidance. If a safeguarding concern were to arise at an event or activity taking place outside of England, the relevant safeguarding legislation and guidance for that country/region would also apply.

If any future TMiP activities are planned for children or adults at risk as the primary audience, additional procedures and activity terms and conditions will apply which will exceed the measures laid out in this policy.

This policy is underpinned by the following legislation and guidance:

For child safeguarding:

- [Working Together to Safeguard Children \(2023\)](#)
- [Safeguarding and protecting people for charities and trustees \(2022\)](#)
- [Safeguarding and child protection standards for the voluntary and community sector: children, young people and young adults aged 0-18 \(UK\) \(2019\)](#)

For adult safeguarding:

- [The Care Act 2014](#) and [statutory guidance](#) (updated in June 2023)
- [The Equality Act 2010](#)
- [The Human Rights Act 1998](#)
- [The Mental Capacity Act 2005](#)

Appendix 3: Data Storage

All personal and special category data relating to safeguarding will be processed, stored and shared in line with relevant Data Protection legislation and guidance (see [ICO](#) and [NSPCC](#) guidance), and the TMiP Data Protection Policy. Data will typically be stored as described in the table below; however, in some cases information relating to safeguarding concerns may be required to be retained for longer than the above periods, for example if legal proceedings are ongoing.

Type of data	Storage
Records of safeguarding incidents or concerns relating to children	Until the child is 25. If the concern is historical and relates to someone who was a child at the time of the incident, but is reported after the individual is an adult, the information will be retained for six years. If the concern also relates to a TMiP volunteer or anyone involved in running or supporting a TMiP activity as a perpetrator, records will be stored according to the timeframe outlined below.
Records of safeguarding incidents or concerns relating solely to adults at risk	For six years. If the concern also relates to a TMiP volunteer or anyone involved in running or supporting a TMiP activity as a perpetrator, records will be stored according to the timeframe outlined below.
Records of accusations or concerns relating to the behaviour of a TMiP volunteer or anyone involved in running or supporting a TMiP activity	Until the individual reaches normal retirement age for their field, or for 10 years (whichever is longer)
Vetting information - if a DBS check (or other equivalent vetting check) is required for a role within TMiP	Any information revealed by vetting checks will be stored until a decision over recruitment for a role is made and recorded. If there is a dispute over the results, a check certificate may be retained until the dispute is resolved up to the maximum of six months. Key information regarding the undertaking of a vetting check (<i>i.e. date check was completed and verified; check reference number and/or vetting scheme membership number if applicable; level and type of check; employer requesting the check; name and date of birth; decision regarding recruitment</i>) will be stored for 10 years or until an individual resigns their role, whichever is longer.

Appendix 4: Safeguarding behaviours

In order to create a safe environment for all, please ensure that you are following the TMiP Code of Conduct. In particular, when working with children or adults at risk:

- Avoid being alone with an individual or small group
- Avoid any physical contact
- Follow the TMiP's guidance on taking and sharing pictures or recordings, and never include children or adults at risk without the appropriate permission
- Never share personal contact details (or vice versa) or connect on any social media
- Listen to and take seriously any concerns or allegations reported to you
- Know who to talk to and what to do if you have any safeguarding concerns
- Challenge any poor or unsafe practices, taking action if you feel something isn't right
- Always behave professionally and avoid any conduct which may lead to a reasonable person questioning your motivation or intentions.

Appendix 5: Recognising a concern

A safeguarding concern would include anything which may indicate that there is a concern over the welfare of a child, or that a child or adult at risk is at risk of, or is experiencing, abuse or harm.

When we talk about 'harm' in this context we do not just mean physical abuse – there are many types of abuse or concerning situations experienced by children and adults at risk.

You are not expected to determine if, or what type of, harm or abuse someone may be experiencing or is at risk of – your role is to recognise when there is cause for concern and to report these concerns on to the appropriate person. For more information and guidance on recognising child abuse, please see the NSPCC's briefing on [definitions and signs of child abuse](#) and their guidance on [recognising and responding to abuse](#). For more information on recognising adult abuse, please see the Ann Craft Trust's guidance on [types of harm](#).

Suspicions or concerns can be raised in several ways – you must be alert and recognise when you need to act. The most likely ways for a safeguarding concern to be raised are:

- A child or adult at risk disclosing abuse or risk of harm to themselves.
- An adult or child sharing a concern with you about another child or adult at risk.
- Noticing some physical evidence of abuse or neglect.
- Overhearing something about a child's or adult at risk's online or offline lives which is not a direct disclosure but may imply that abuse could be taking place now, in the future or in the past.
- Noticing distress or unusual or concerning behaviour by a child or adult at risk, including behaviour inappropriate for a child's age.
- Noticing or someone sharing a concern about a TMiP volunteer or event partner's behaviour, or making an allegation of abuse (either current, past or potential).

If you are unsure whether something is a safeguarding concern, contact the DSO for advice and support. You must always take disclosures seriously.

Some types of abuse are complex situations that can be very high risk and will also involve risk to other adults and children. Sharing information with anyone who does not have a strict need-to-know in these instances can lead to additional risks that you may not be aware of. Advice must be sought immediately.

Appendix 6: Responding to a disclosure

If a child or adult at risk discloses abuse or risk of harm to themselves, or makes an allegation of abuse, either during or in relation to a TMiP activity, you should:

- Assume what they are saying is true
- React calmly and supportively and reassure person that the situation is not their fault
- Reassure them that they are doing the right thing
- Listen, and take the concern or allegation seriously
- Do not investigate. Keep questions to the absolute minimum necessary to ensure you understand what is being said, and ensure that any questions are open and not leading
- Do not judge or criticise either the person making the disclosure or anyone else mentioned; someone experiencing abuse may have very mixed or confusing feelings toward their abuser, and it is imperative that you do not make it more difficult for them to share their story
- Do not suggest potential “solutions” to the situation; this could inadvertently cause more harm or put the individual or others at greater risk
- Explain what you will do next and who you will need to tell
- Do not make promises of secrecy or confidentiality – instead, explain that you have to share this with the TMiP DSO or another Trustee, and it may be necessary for that person to tell someone else in order to keep everyone safe.

If an adult or child shares a concern with you about another child or adult at risk, you should respond as above. In addition:

- Reassure them that they have done the right thing in telling you, that you have taken their concern seriously and will pass it on
- Ensure you record what are their opinions and what are facts (e.g. “this person has a bruise” is a fact; “this person seems angry” is an opinion)
- Where appropriate and with their consent, record their details in case any follow-up is required.

Appendix 7: Recording information about a safeguarding concern

If you have a safeguarding concern or receive a disclosure, record what happened and was said in writing as soon as possible, using the person’s own words as accurately as possible. Make sure you note when you are reporting facts and when you are sharing any opinions.

When recording a concern, disclosure or allegation, you should aim to include:

- The nature of the allegation or concern
- A description of any visible bruising, other injuries or behaviours observed
- If applicable, the account of the child or adult at risk (using their own words as far as possible)
- Any times, dates or other relevant information
- Whether the adult at risk, child and/or parent/carer of the child (as applicable) is aware of a referral having been made and, if so, what has been said
- A clear distinction between what is fact, opinion and hearsay

Records should be signed, timed and dated.

Do not:

- Delay reporting the matter by trying to obtain more information
- Destroy any handwritten notes made at the time of the incident or at the time of reporting, or any other relevant material (such as photographs).

Information may need to be passed to the relevant local authority and/or other external agencies (e.g. the Police) in order to assist any further enquiries and investigation. It is the responsibility of the TMiP Board of Trustees to ensure that such information is passed on to the relevant authorities as requested, and your responsibility to ensure that you have shared all information and physical copies with the DSO or another TMiP Trustee.

You should only share information regarding a safeguarding concern on a need-to-know basis.

Policy Date: June 2025

Written by: Samantha Durbin, TMiP Designated Safeguarding Officer

Approved by: TMiP Board of Trustees, June 2025