

Safeguarding Roles and Responsibilities

To report a safeguarding concern, consult [Procedure 3 - Reporting a Safeguarding Concern](#) and see below for the relevant Lead Safeguarding Officer's contact details.

Safeguarding Role	Name	Role
Chief Safeguarding Officer - <i>Students & Prevent Lead</i>	Darren Wallis – Darren.wallis@kcl.ac.uk	Executive Director Students & Education
Chief Safeguarding Officer - <i>Staff</i>	Jeremy Cook – Jeremy.cook@kcl.ac.uk	Senior Vice President (Operations)
Deputy-Chief Safeguarding Officer - <i>Students</i>	Joy Whyte – joy.whyte@kcl.ac.uk	Education & Students Strategic Director
Deputy-Chief Safeguarding Officer- <i>Staff</i>	Lisa Adams – lisa.adams@kcl.ac.uk	Vice-President (People & Talent)/Chief People Officer
Lead Safeguarding Officer - <i>Enrolled Students</i>	Mary Flaherty – mary.flaherty@kcl.ac.uk	Associate Director (Advice, Wellbeing & Welfare)
Lead Safeguarding Officer - <i>Widening Participation (school and college pupils)</i>	Michael Bennett - michael.j.bennett@kcl.ac.uk	Associate Director of Widening Participation
Lead Safeguarding Officer - <i>Offer holders and applicants</i>	Jacob White – jacob.r.white@kcl.ac.uk	Head of Admissions (Undergraduate)
Lead Safeguarding Officer – <i>Staff</i>	Nigel Brailsford - nigel.brailsford@kcl.ac.uk	Director of Employee Relations & Policy
Lead Safeguarding Officer - <i>Public visitors</i>	John Conaghan – john.conaghan@kcl.ac.uk	Head of Security
Lead Safeguarding Officer - <i>International – KGHP</i>	Samia Khatun – samia.khatun@kcl.ac.uk	Head of Programmes, King's Global Health Partnerships
Lead Safeguarding Officer - <i>International – collaborative provision; study abroad</i>	Eleanor Salt - eleanor.salt@kcl.ac.uk	Partnerships Manager, Global Engagement

Designated Safeguarding Officers (DSO) and additional support roles	Name	Role
<i>King's Foundations</i>	Chris Green	Director of Education, King's Foundations (DSO)
	Sonja Tack	Senior Tutor (Deputy-DSO)
	Lynette Peine	Senior Tutor (Deputy-DSO)
<i>Residences</i>	Phil Cox	Associate Director, King's Residences
<i>Summer Programmes</i>	Fahema Ettoubi	Deputy Head of Operations and Strategy, Summer Programmes
<i>King's Language Centre</i>	Tanya Linaker	Department Education Lead, King's Language Centre
<i>Global Mobility</i>	Tom Atterson	Associate Director, Global Mobility
<i>Faculty of Arts & Humanities</i>	Thomas Hogg	Senior Student Support Manager
<i>Faculty of Nursing, Midwifery & Palliative Care</i>	Lynne Wainwright	Senior Lecturer in Nursing Education (DSO)
	Emily Coutts (secondary contact)	Perseverance Trust Student Support Manager
<i>Faculty of Social Sciences & Public Policy</i>	Timothy Byne	Student Experience Manager (DSO)
<i>King's Business School</i>	Zoe Adams	Student Experience Manager (DSO)
	Gemma Sparks (secondary contact)	Student Support Manager

<i>Faculty of Natural & Mathematical Sciences</i>	Lucy Ward	Senior Student Experience Manager (DSO)
	Caroline Gilchrist (secondary contact)	Student Support Manager
<i>Dickson Poon School of Law</i>	Emma Eglington	Senior Student Support Manager
<i>Faculty of Life Sciences & Medicine</i>	Chrissi Robinson	Head of Student Support (Faculty Education Services)
<i>Faculty of Dentistry, Oral & Craniofacial Sciences</i>	Maddison Murphy	Student Experience Manager (DSO)
	Robert Seath	Senior Clinical Teacher, FoDOCS
<i>Institute of Psychiatry, Psychology and Neuroscience</i>	Jonathan Nassar	Student Experience Manager (DSO)
	Paige Lewis	Student Support Manager

KGHP Designated Safeguarding Officers	Name	Role
Designated Safeguarding Officer - <i>King's Somaliland Partnership</i>	Samia Khatun	Head of Programmes, King's Global Health Partnerships
Designated Safeguarding Officer - <i>King's Zambia Partnership</i>	Samia Khatun	Head of Programmes, King's Global Health Partnerships
Designated Safeguarding Officer - <i>King's Kongo Central Partnership</i>	Elizabeth Tissingh	Partnership Country Lead
Designated Safeguarding Officer - <i>King's Sierra Leone Partnership</i>	Aneesah Peersaib	Clinical Director, King's Sierra Leone Partnership

Safeguarding Officer Responsibilities

Chief Safeguarding Officer

- Complete the 'Safeguarding at King's' e-module on WorkRite
- Understand the legal context surrounding Safeguarding and Duty of Care, maintain up to date knowledge of Safeguarding legislation and institutional risk and responsibilities through relevant briefings or training
- Ensure responsibilities are being delivered in line with the Safeguarding Policy & Procedures
- Be informed of any critical Safeguarding incidents related to the area and advise as appropriate
- Report any major incidents to Council and external organisations via the Vice Chancellor and/or Chief Operating Officer
- Approve any formal referral to Channel as part of the university's Prevent Duty and be accountable for ensuring appropriate records are kept for all Safeguarding incidents

Deputy-Chief Safeguarding Officer

- Complete the 'Safeguarding at King's' e-module on WorkRite
- Maintain up to date knowledge and awareness of Safeguarding legislation and institution responsibilities through relevant briefings or training
- Ensure the responsibilities are being delivered in line with the Safeguarding Policy & Procedures
- Be accountable for ensuring appropriate records are kept of any Safeguarding incidents
- Provide guidance to Lead Safeguarding Officers

Lead Safeguarding Officer

As per the [Safeguarding Policy](#), all Lead Safeguarding Officers must be a minimum of a Grade 7 member of Professional Services staff. If this role is held by an Academic member of staff, their Grade must be the equivalent of Grade 7 Professional Services.

- Complete DBS check – widening participation, security, enrolled students
- Complete the 'Safeguarding at King's' e-module on WorkRite
- Complete the annual 3-day King's Safeguarding Training. Where this is not possible, the expectation is that colleagues with a safeguarding responsibility will complete training as specified on the [KCL Safeguarding Training Matrix](#)
- Maintain overall responsibility for Safeguarding activity in the Officer's respective area by understanding the nuances and particular needs of the location/activity, including any specific Safeguarding Procedures (e.g. LSO (International) has ownership of the International Protocol for KGHP activity)
- Understand the legal context surrounding Safeguarding and be able to respond to questions
- Act as a point of contact for those who have a Safeguarding concern, receive information and record those concerns
- Oversee the investigation and respond to concerns as appropriate, including seeking advice or making a referral to external partners, such as, Social Services, the Metropolitan Police, the Department for Education according to Procedure 3. For student-related concerns, this will be done in conjunction with the Student of Concern Management Team.
- Provide information, advice and training to appropriate staff in respect of their Safeguarding responsibilities and report this to the Academic Regulations, Quality & Standards team annually.
- Report arising concerns and advise on process improvements to the Safeguarding Oversight Group
- Report arising Prevent concerns to the Academic Regulations, Quality & Standards team in SED to ensure the Prevent Lead is aware and for reporting purposes.
- Provide reports when requested by relevant internal Committees, particularly the Safeguarding Oversight Group

Designated Safeguarding Officer

As per the [Safeguarding Policy](#), all Designated Safeguarding Officers must be a minimum of a Grade 7 member of Professional Services staff. If this role is held by an Academic member of staff, their Grade must be the equivalent of Grade 7 Professional Services.

- Complete DBS check
- Complete the 'Safeguarding at King's' e-module on WorkRite to understand the basics on how to spot a concern, and encourage uptake of this across their faculty
- Receive face-to-face Safeguarding training and ensure that knowledge is kept up to date by undertaking any relevant refresher sessions, and encourage relevant colleagues to also attend this
- Complete the annual 3-day King's Safeguarding Training. Where this is not possible, the expectation is that colleagues with a safeguarding responsibility will complete training as specified on the [KCL Safeguarding Training Matrix](#)
- Have awareness of the legal context surrounding Safeguarding and be able to respond to basic questions about the processes that staff need to follow when a Safeguarding concern is apparent
- Have awareness of Adults at Risk in a Safeguarding context
- Support colleagues in undertaking activity in relation to under 18s and adults at risk. Such as:
 - Be involved with the under 18s admission process within each of faculty, such as, interview panels and advising Admissions Tutors about areas that need to be considered and how the process is different to over 18 admissions
 - Ensure completion of the under 18 checklist for students within their faculty and returned (signed and dated) to the Academic Regulations, Quality & Standards team by the advised deadlines.
 - Circulate information about under 18s in faculties and the required activity, such as, risk assessments and DBS clearance for Personal Tutors
 - Ensure additional attendance and engagement checks required for U18s are undertaken
 - Provide information on under 18s attending fieldtrips, including the need to undertake a risk assessment
- Confidently direct colleagues to the Student of Concern Procedure, Crisis Support and Student Services as appropriate
- Assist in the implementation of local Safeguarding Procedures with support from LSOs, and circulate guidance to staff carrying out safeguarding duties in their local area
- Facilitate communication with the Student of Concern (SOC) team
- Assist with ensuring staff in their local area to complete the Safeguarding at King's e-module on workrite

Some faculties may designate a Grade 6 colleague as a Faculty Safeguarding Liaison Officer (FSLO) to support the DSO. The DSO retains overall responsibility for safeguarding procedures and activities within the faculty, which includes delegating tasks appropriately to ensure safeguarding procedures are carried out at a local level

(Not every faculty will have nominated an FSLO, please note the DSO can use their discretion to allocate to various colleagues as they deem appropriate.)

Faculty Safeguarding Liaison Officer

- Complete a DBS check
- Complete the 'Safeguarding at King's e-module' on WorkRite to understand the basics about how to spot a concern
- Complete the annual 3-day King's Safeguarding Training. Where this is not possible, the expectation is that colleagues with a safeguarding responsibility will complete training as specified in the [KCL Safeguarding Training Matrix](#)

- Support the DSO in implementing safeguarding procedures at faculty level, including for U18 students, by directing colleagues to the Student of Concern Procedure, Crisis Support and Student Services as appropriate, and facilitating communication with the relevant teams.

Please note: The role of the FSLO is to support the DSO. The DSO has overall responsibility for ensuring safeguarding duties are discharged in relation to their local area.