

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	Executive Director Students & Education
Chief Safeguarding Officer - <i>Staff</i>	Steve Large	Senior Vice President (Operations)
Deputy-Chief Safeguarding Officer - <i>Students</i>	Joy Whyte	Education & Students Strategic Director
Deputy-Chief Safeguarding Officer- <i>Staff</i>	Brent Dempster	Senior Advisor (Vice Chancellor's Senior Team)
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)
<i>Residences</i>	Phil Cox	Associate Director, King's Residences
<i>Summer Programmes</i>	Lucy Spasova -Joneja	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
	Robert Seath	Senior Clinical Teacher, FoDOCS
<i>Institute of Psychiatry, Psychology and Neuroscience</i>	Jonathan Nassar	Student Experience Manager
	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

- Understand the legal context surrounding Safeguarding and Duty of Care, including institutional risk and responsibilities
- Be informed of any critical Safeguarding incidents and advise as appropriate
- Report any major incidents to Council and external organisations
- Approve any formal referral to Channel as part of the university's Prevent Duty

Deputy-Chief Safeguarding Officer

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

Lead Safeguarding Officer

- 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
- Receive face to face Safeguarding training and ensure that knowledge is kept up to date by undertaking any relevant refresher sessions
- Act as a point of contact for those who have a Safeguarding concern, receive information and record those concerns
- Investigate and act upon concerns as appropriate, including seeking advice or making a referral to external partners, such as, Social Services, the Metropolitan Police, the Department for Education.
- Provide information, advice and training to appropriate staff in respect of their Safeguarding responsibilities
- Report arising concerns and advise on process improvements to the Chief Safeguarding Officer
- Report arising Prevent concerns to the Academic Regulation, Policy & Compliance team in SED
- Provide reports when requested by relevant internal Committees, particularly the Safeguarding Oversight Group
- Complete a DBS check

Designated Safeguarding Officer

- Complete the 'Safeguarding at King's e-module'
- 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
- 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
 - 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
- Have awareness of Adults at Risk in a Safeguarding context
- Understand the basics about how to spot concerns and be able to confidently direct colleagues to the Student of Concern Procedure and Student Services as appropriate
- Assist in the implementation of local Safeguarding Procedures with support from LSOs