

Safeguarding Training Matrix

All staff should have a clear understanding of how to access advice and support on safeguarding matters and how to report a safeguarding concern.

Staff should refer to the university's Safeguarding policy and procedures for more detailed information on expectations for staff and these can be accessed [here](#). There is also a [Safeguarding intranet area](#) with further information.

All staff are required to complete the Safeguarding at King's e-module on WorkRite. This is a mandatory training and has been developed by colleagues from the Academic Regulations, Quality and Standards team and the Advice, Wellbeing and Welfare team. The course can be accessed by logging onto [WorkRite](#) and will appear on your main Dashboard. This will need to be complete by all colleagues on an annual basis. For new starters, this will need to be completed within the first fortnight.

Staff members may be required to undertake further training on safeguarding due to the nature of their role. Please see below for overviews of the different levels of safeguarding responsibility and training, and the types of training that may be required depending on the level and area of activity.

Safeguarding Level 1

Level 1 covers staff who are more likely to need to identify and report a safeguarding concern, either because of their role and their level of contact with U18s or adults at risk or because their team, as a whole, regularly works with such groups.

From reporting concerns whilst maintaining confidentiality and being able to follow procedure in a safeguarding incident, staff members who fall into the Level 1 category have important responsibilities when it comes to safeguarding. Staff need to be able to recognise signs and symptoms of abuse and neglect and know how to report it. Staff at this level should have a good understanding of what to do in the event of a safeguarding incident to keep everyone involved safe.

Example roles that may fall into this category include Personal Tutors, student-facing teams in Student Services, all Security Officers (including those working within residences, supervisors, and managers), HR staff and academic and administrative staff involved in in-country international activity in all settings.

Safeguarding Level 2

Level 2 covers staff who manage areas identified as having routinely higher levels of contact with under 18s or adults at risk.

The staff members who fall in the Level 2 category will have additional safeguarding responsibilities to those who into Level 1. They may be required to participate in a safeguarding enquiry and report and record their concerns to assist such enquiries.

Example roles that may fall into this category include personal tutors who have under 18 tutees, Designated Safeguarding Officers, Wellbeing and Welfare Advisers, staff members working in King's Foundations, Summer Schools, Residences and Widening Participation, HR People Partners, the HR Senior Leadership Team, and staff members involved in in-country international project delivery.

Safeguarding Level 3

Level 3 covers staff members who have an active role in safeguarding situations and assist in shaping safeguarding-related policies and procedures. Staff members in this category may be responsible for contributing and managing safeguarding plans for individuals. They might also be responsible for investigating, reporting, and recording safeguarding concerns. Staff at this level not only require the

same knowledge as those in levels 1 and 2, but they may also need to act as an effective advocate for a vulnerable child or adult and be able to confidently contribute to inter-agency assessments.

Example roles that may fall into this category include Lead Safeguarding Officers, Chief and Deputy Safeguarding Officers, the Student of Concern Management Team, International Project Leads, and Principal Investigators involved in International work.

Safeguarding Training Matrix

Training level		Level 1	Level 2	Level 3
Staff type		Staff more likely to need to identify and report a safeguarding concern – either because of their role and their level of contact with U18s or adults at risk or because their team, as a whole, regularly works with such groups.	Staff who manage areas identified as having routinely higher levels of contact with under 18s or adults at risk - for those with a greater number of responsibilities than Level 1	Staff with specific designated roles in our Safeguarding Policy or a specific lead responsibility in their job description for the promotion of safeguarding awareness or handling of safeguarding issues (either locally or College-wide)
Examples of typical role holders		Personal Tutors Student facing teams in Student Services All Security Officers (including those working within residences, supervisors, and managers) Academic and administrative staff involved in in-country international activity in all settings.	Designated Safeguarding Officers Wellbeing and Welfare Advisors Personal Tutors who have under 18 tutees King's Foundations Summer School Residences All staff in Widening Participation Staff involved in involved in in-country project delivery in international settings	Lead Safeguarding Officers the Student of Concern Management Team Chief and Deputy Safeguarding Officers International Project Leads Principal Investigators involved in International work
Safeguarding Area	Enrolled Students and Offer Holders	Internal face-to-face training conducted by ARPC and Lead Safeguarding Officer (Enrolled Students) Internal face-to-face training conducted by ARPC and Lead Safeguarding Officer (Enrolled Students) as deemed appropriate	Internal face-to-face training conducted by ARPC and Lead Safeguarding Officer (Enrolled Students) It is recommended that all staff in this category also undertake external NSPCC training on safeguarding 16-25 year olds as well as a Level 2 course from the Virtual College: https://learning.nspcc.org.uk/training/safeguarding-young-adults-16-to-25-year-olds AND https://www.virtual-college.co.uk/courses/safeguarding/safeguarding-everyone-level-2	Internal face-to-face training conducted by ARQS and Lead Safeguarding Officer (Enrolled Students) It is recommended that all staff in this category undertake external training on safeguarding, including NSPCC training on Safeguarding 16-25 year olds as well as a Level 3 training course from Virtual College: https://learning.nspcc.org.uk/training/safeguarding-young-adults-16-to-25-year-olds AND https://www.virtual-college.co.uk/courses/safeguarding/safeguarding-everyone-level-3
	Widening Participation		External NSPCC training on safeguarding: https://learning.nspcc.org.uk/training/safeguarding-young-adults-16-to-25-year-olds With annual refresher and full training renewed every two years.	
	Staff (HR)	Clear understanding of how to access to advice/support on safeguarding matters and familiar with guidance provided online: King's College London - Safeguarding Policy (kcl.ac.uk) Safeguarding King's College London Intranet. (kcl.ac.uk)	Safeguarding at KCL e-module	Internal face-to-face training conducted by ARQS and Lead Safeguarding Officer (Enrolled Students) External training on safeguarding for example: https://learning.nspcc.org.uk/training/safeguarding-young-adults-16-to-25-year-olds https://www.virtual-college.co.uk/courses/safeguarding/safeguarding-adults-level-3 https://www.virtual-college.co.uk/courses/safeguarding/safeguarding-everyone-level-3

	Estates and Facilities (including Public Visitors)	<p>Student of Concern Toolbox talks delivered by Head of Security, which cover:</p> <ul style="list-style-type: none"> - Looking out for vulnerable students whilst conducting patrols such as in libraries or residencies - How to talk to students to find out if immediate support can be offered - How to contact either the Welfare Officers within Residences or the on-Duty Security Manager where situations are more serious, complex or require an immediate intervention by either the police or welfare support teams. 		
	International	<p>Awareness of and understanding that international safeguarding requirements might differ to domestic requirements and settings in which they apply, as set out in the International Protocol on safeguarding.</p> <p>Clear understanding of appropriate reporting processes for International safeguarding concerns.</p>	<p>Awareness of and understanding that international safeguarding requirements might differ to domestic requirements and settings in which they apply, as set out in the International Protocol on safeguarding.</p> <p>Clear understanding of appropriate reporting processes for International safeguarding concerns.</p> <p><u>External training:</u></p> <ul style="list-style-type: none"> • https://www.interaction.org/courses/sea101v2/ • https://kayaconnect.org/course/info.php?id=1424 <p>Where possible: https://www.bond.org.uk/learning/good-safeguarding-practice</p>	<p>Awareness of and understanding that international safeguarding requirements might differ to domestic requirements and settings in which they apply, as set out in the International Protocol on safeguarding.</p> <p>Clear understanding of appropriate reporting processes for International safeguarding concerns.</p> <p>External training:</p> <p>https://www.bond.org.uk/learning/good-safeguarding-practice</p> <p>Implementing Safeguarding in the International Aid Sector - FutureLearn</p>