



MAGDALEN COLLEGE SCHOOL

FOUNDED IN 1480
BY WILLIAM OF WAYNFLETE

Waynflete Studies Safeguarding Protocol 2024-25

Contents

Introduction.....	3
Seminars and Tutorials	3
Laboratory work.....	3

Introduction

All MCS pupils come under the terms of the MCS safeguarding policy, and this protocol is intended for specific reference for the organisation of seminars and tutorials which take place outside school for Waynflete Studies. It takes account of the same statutory guidance, in particular KCSIE 2024 and Working Together to Safeguard Children 2023.

The tutorials are defined as non-regulated activity, not supervised by MCS staff.

Seminars and Tutorials

Pupils will have tutorials with external tutors twice, or at most three times, per year. These tutorials are attended in pairs. Speaker forms, as well as reference forms, are recorded for the tutors who deliver the tutorials.

Any email contact between pupils and tutors is monitored by the Waynflete Studies department. The pupil will copy in a member, usually the administrator or a teacher, into their emails.

Tutors delivering tutorials are required to be familiar with the school safeguarding policy and be aware that concerns about any pupil must be passed on to the school, in this case via the Waynflete Administrator.

Laboratory work

Some Waynflete work is carried out in laboratories or similar environments where a number of adult academic staff are present. Speaker forms, as well as reference forms, are recorded for the staff involved.

As with tutorials, email contact is monitored by the pupil copying in a member of the Waynflete Studies department. MCS staff further monitor the lab work via feedback from both pupil and liaison from the lab. Safeguarding matters are covered in this feedback where required.

At least one member of the lab team needs to be DBS checked, which cannot be by the school because the activity is unregulated. The breadth of university work with children means that this arrangement can be achieved by those who have received checks from the universities. One

member of the team is required to be familiar with the school safeguarding policy and be aware that concerns about any pupil must be passed on to the school, in this case via the Waynflete Administrator.

Reviewed	April 2025
Reviewer	Usher
Date of Next Review	April 2026