

# Safeguarding and Child Protection Policy

Policy Owner	Robson House Primary Child Referral Unit
Approving Body	Robson House Management Committee
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## Key Contacts

### School

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## **1 Purpose of policy**

Robson House is committed to helping children achieve good outcomes by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

This policy sets out how Robson House will meet its statutory duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and help them to achieve good outcomes. Robson House will achieve this by providing a safe learning environment and ensuring school staff have the skills and knowledge to take action where children need extra support from early help services or require a social work service because they are in need or need to be protected from harm.

## **2 Roles and responsibilities**

### **2.1 Camden Supporting People Directorate**

The Directorate includes Children's Safeguarding and Social Work (CSSW), Early Intervention and Prevention and Education divisions and these services will support Robson House to safeguard and promote the welfare of children by:

- co-ordinating the delivery of integrated children's services within the borough including an early help service
- providing statutory social work services under the Children Act 1989
- providing Robson House with advice, support and guidance, model policies and procedures, training and dedicated lead officers with responsibility for child protection, safeguarding and e-safety
- dealing with allegations against members of staff and volunteers through the Local Authority Designated Officer (LADO)
- taking responsibility for those children who are not in education, including children who are known to be home educated

### **2.2 Management Committee**

The Management Committee will ensure that Robson House meets its statutory duties with regard to safeguarding and protecting children and that the following are in place:

- Robson House has the following policies in place and that these are regularly monitored, reviewed and updated where necessary;
  - safeguarding policies and procedures covering early help and child protection that are consistent with Camden Safeguarding Children Board procedures and Camden's internal policies
  - a staff code of conduct policy including policies covering staff/child relationships and communications and staff use of social media.
- The school is able to work jointly with other agencies in order to ensure children can access help and support from early help services and statutory social work services and that children's plans are implemented and monitored.
- There is a nominated management committee member (Alan Chesters, Chair of Management Committee) with responsibility for liaising with Camden CSF on safeguarding and child protection matters and who links with the LADO in the event of an allegation against the head teacher.
- A senior member of staff is appointed the designated safeguarding lead with responsibility for carrying out the statutory duties as set out in this policy, the individual is given sufficient time and resources to carry out their responsibilities and that another member of staff is appointed to deputise in their absence.
- There is a designated teacher nominated to promote the educational achievement of looked after children and that this person has received appropriate training for the role.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection policies and the staff code of conduct policy.
- Staff are confident that they can raise issues with leaders where there are concerns about safeguarding practice at the school/college and there are robust whistleblowing procedures in place.
- Steps are taken to ensure parents and children are aware of the school's safeguarding and child protection policies and procedures.
- Management Committee members take steps to ensure children are given opportunities within the curriculum to learn how to keep themselves safe, including on-line.
- Robson House has appropriate written procedures in place to ensure safe recruitment practices and reasonable checks on visitors to the school, to deal with allegations against staff or volunteers and to report matters to the Disclosure and Barring Service as required, and that

these policies are consistent with statutory guidance and reviewed on an annual basis.

- At least 1 member of the Management Committee has undertaken accredited safer recruitment training.

### **2.3 The Executive Head Teacher and Heads of School**

The will Executive Head Teacher and Heads of School will ensure that Robson House meets its statutory safeguarding duty by ensuring the following:

- Staff are inducted thoroughly and have read all the schools' safeguarding and child protection policies so that they are fully aware of their role in safeguarding children and are able to fully implement policies.
- All staff have access to "My Concern" the online safeguarding system in place at Robson House and receive regular training and support by the designated safeguarding leads in using it.
- All staff are able to identify those children who need extra help and can make appropriate referrals to early help services.
- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals to CSSW.
- Staff are able to work in partnership with other agencies to safeguard children, including providing early help support, contributing to assessments and the implementation of the child's plan, attending network meetings and case conferences, monitoring children's progress and liaising with social workers.
- Safe recruitment practice is followed when recruiting to posts and appropriate action is taken whenever an allegation is made against a member of staff.
- Robson House offers a safe environment for staff and children to learn.
- Safeguarding issues are brought to the attention of the Management Committee and there is a standing safeguarding agenda item at every Management Committee.

### **2.4 The role of the Joint Designated Safeguarding Leads is to:**

- liaise with and manage referrals to relevant agencies such as CSSW, the LADO, the Channel Panel and the Disclosure and Barring Service (DBS)
- keep the executive head teacher, heads of school and the Management Committee informed of on-going safeguarding and child protection issues and enquiries
- provide advice and guidance for staff on safeguarding and child protection issues and making referrals
- ensure Robson House's safeguarding and child protection policies are up to date and consistent with Camden's Safeguarding Children Board policies and that policies are reviewed annually
- ensure all staff, including temporary staff, are aware of and understand the policies and procedures and are able to implement them
- attend regular training and the designated teachers meetings hosted by Camden in order to keep up to date with new policy, emerging issues and local safeguarding and child protection procedures and working practices
- provide regular updates received from Camden to all staff members and governors on any changes in safeguarding or child protection legislation (updated information will be provided by Camden at the designated teachers meeting and designated safeguarding leads will be responsible for communicating this information to staff immediately; they may decide to hold workshops or discuss in staff meetings);
- have an awareness of those children who may be in need, young carers and children who have special educational needs
- oversee child protection systems within Robson House, including the management of records, standards of recording concerns and referral processes
- provide a link between Robson House and other agencies, particularly CSSW and the Camden Safeguarding Children Board
- ensure staff , including temporary staff, receive appropriate safeguarding and child protection training every year
- ensure parents/carers are fully aware of Robson House policies and procedures and that they are kept informed and involved
- ensure relevant records are passed on appropriately when children transfer to other schools.

## **2.5 Working with parents and carers**



Robson House recognises the importance of working in partnership with parents and carers to ensure the welfare and safety of children.

Robson House will:

- make parents/carers aware of Robson House/college's statutory role in safeguarding and promoting the welfare of children, including the duty to refer children on where necessary, by making all school policies available on Robson House web-site or on request
- provide opportunities for parents and carers to discuss any problems with staff
- consult with and involve parents and carers in the development of school policies to ensure their views are taken into account
- ensure a robust complaints system is in place to deal with issues raised by parents and carers
- provide advice and signpost parents/carers to other services and resources where children need extra support
- all families at Robson House have a child and family mentor who is available for support
- We also have our own social worker who provides early help to families as well as accessing external support if appropriate

*Additional guidance available from the DfE on dealing with issues around parental responsibility:*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/489901/Parental\\_Responsibility\\_Advice\\_for\\_School\\_January\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/489901/Parental_Responsibility_Advice_for_School_January_2016.pdf)

### **3 Safeguarding Children**

Robson House will carry out its duty to safeguard children which is:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable children to have optimum life chances so they can enter adulthood successfully.

To achieve these aims, Robson House will:

- identify children who need extra help at an early stage and provide help and support in order to prevent concerns from escalating;
- where the child's extra needs require services from another agency, make a referral to the Early Help service (via the Child and Family Contact team) for appropriate help and support;
- where the child is receiving an Early Help service, work as part of the Team around the Child and take up the role of lead professional where this is appropriate;
- identify children who may be suffering from significant harm and make a child protection referral to CSSW (via the Child and Family Contact team who will pass referrals on to the MASH);
- share information and work in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs.

Robson House will refer to Camden's thresholds and eligibility criteria (available at the link below) to help make decisions on the child's level of need and the appropriate service to refer on for services. Staff will consult with the designated safeguarding leads for advice and to discuss the case prior to making any referral for services.

[Safeguarding children - Camden Council](#)

All referrals for a children's social care service will be made by way of an e-CAF referral to Camden's Child and Family Contact team. The team is Camden's "front door" for children's social care referrals and accepts referrals for all cases including the following:

- Referral for **Early Help services** for children with low-level needs who may need extra services which cannot be provided by the school to help them achieve good outcomes. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.
- Referral for a **social work service** for children with medium level needs who are likely to be assessed as being a **child in need** under section 17 of the Children Act 1989. These are children (including disabled children) who are unlikely to meet a reasonable standard of health and development unless provided with services. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.
- **Child protection** referrals made under the procedures set out in section 4 for any child where there are concerns about significant harm. Parents should be informed that a referral is being made and consent sought, but a referral may still be made even if parents refuse consent.

Where the referral raises concerns about the child's safety and welfare and it is thought a social work service is needed, the case will be passed on to Camden's MASH team.

## **4 Child Protection**

### **4.1 Role of school**

Robson House will work to the following policy documents in order to support the protection of children who are at risk of significant harm.

- Working together to safeguard children (*DfE 2015*)  
[Working together to safeguard children - Publications - GOV.UK](#)
- What to do if you're worried a child is being abused (*DCSF 2006*)  
[What to do if you're worried a child is being abused - Publications - GOV.UK](#)
- The London Safeguarding Children Board child protection procedures  
[London Safeguarding Children Board: Child Protection Procedures](#)

In line with these policies and procedures, we will carry out the following:

- identifying those children where there are child protection concerns and making a referral to CSSW
- contribute to the development and monitoring of child protection plans as a member of the core group
- attend child protection case conferences in order to effectively share information about risk and harm
- ensure that Robson House has a senior member of staff who is designated to take on lead responsibility for child protection issues
- carry out Robson House's role in implementing the child protection plan and continually monitoring the child's well-being, and liaise with the allocated social worker as required
- ensure staff are aware of their responsibilities and receive adequate training to enable them to carry these out.

### **4.2 Recognition**

- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a child are reported to the designated lead.

- Staff should refer to appendix 1 for a full definition of significant harm and the specific indicators that may suggest a child may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with the designated safeguarding lead or their deputy and advice sought on what action should be taken.
- Concerns may be monitored over time and recorded on the “My Concern” electronic safeguarding system used at Robson House. Details of any concerning incidents should also be recorded on “My Concern”.

### **4.3 Dealing with disclosures**

If a child discloses to a member of staff that they are being abused, the member of staff should;

- listen to what is said without displaying shock or disbelief and accept what the child is saying
- allow the child to talk freely
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to CSSW
- reassure the child that what has happened is not their fault and that they were right to tell someone
- not ask direct questions but allow the child to tell their story
- not criticise the alleged perpetrator
- explain what will happen next and who has to be told
- make a formal record and pass this on to the designated safeguarding lead

### **4.4 Referral**

- Where possible, a decision on whether or not to refer a child to CSSW should be made by the designated safeguarding lead or their deputy following a discussion with the member of staff who has raised concerns. However this should not delay any referral and any member of staff may make a referral if this is necessary but the designated safeguarding lead should be informed as soon as possible.
- Referrals should be in writing using an e-CAF referral either by the staff member raising concerns or by the designated safeguarding lead. Urgent child protection referrals will be accepted by telephone but must be confirmed in writing via the e-CAF referral within 48 hours
- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated safeguarding lead may discuss the case on a “no names” basis with Camden’s Child Protection Co-ordinator or the Child and Family Contact team social worker to obtain advice on how to proceed.

- Parental consent must be sought prior to the referral being made unless to seek consent would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.
- If the child already has an allocated CSSW social worker, the referral should be made directly to them. If the child is not already known to CSSW, referrals should be made to the Child and Family Contact team. If the child lives outside Camden, a referral should be made to their home local authority.
- All referrals will be acknowledged by the Child and Family Contact team manager within 24 hours and the referrer informed of what action will be taken.
- If the school does not think the child's situation is improving within a reasonable timescale following referral, this should be taken up with CSSW/Early help services via the designated safeguarding lead.

#### **4.5 Attendance at case conferences and core groups**

- The designated safeguarding leads will liaise with CSSW to ensure that all relevant information held by Robson House is provided to CSSW during the course of any child protection investigation.
- The designated safeguarding lead will ensure that Robson House is represented at child protection case conferences and core group meetings:
  - where possible, a member of staff who knows the child best, such as a class teacher, or mentor will be nominated to attend
  - failing that, the designated teacher or their deputy will attend
  - if no-one from Robson House can attend, the designated teacher will ensure that a report is made available to the conference or meeting.

#### **4.6 Monitoring**

Where a child is the subject of a child protection plan and Robson House has been asked to monitor their attendance and welfare as part of this plan;

- monitoring will be carried out by the relevant staff member in conjunction with the designated safeguarding lead
- all information will be recorded on the child protection monitoring/incident form shown at appendix 2 prior to each conference and core group meeting

- the completed monitoring form will be uploaded to the child's online "My Concern" chronology and copies made available to all conferences and core group meetings
- the designated safeguarding leads will notify the allocated social worker if the child is removed from Robson House roll, excluded for any period of time or goes missing.

#### **4.7 Records**

- Child protection records relating to children are highly confidential and are kept in a secure online safeguarding system.
- The designated safeguarding leads will ensure that all "My Concern" safeguarding records have a basic information sheet and that this information is kept up to date.
- The designated safeguarding leads are responsible for ensuring that records are accurate, up to date and that recording is of a high standard.
- All information should be recorded on the online safeguarding information system on which names, dates and times are automatically recorded. No information entered in to "My Concern" can be altered by anyone once it has been submitted.
- Records should show:
  - what the concerns were
  - what action was taken to refer on concerns or manage risk within Robson House
  - whether any follow-up action was taken
  - how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
- The Robson House online safeguarding information system must be completed:
  - whenever concerns arise or there is a serious incident
  - where a child is being monitored, prior to a case conference or core group meeting.
- Where a child who is subject to a protection plan transfers to another school, the designated leads are responsible for ensuring that copies of all relevant records are passed to the designated safeguarding lead at the new school.
- Child protection records will only be kept until the child leaves Robson House and should then be passed onto the next educational setting.

#### **4.8 Confidentiality and information sharing**

- All information obtained by Robson House staff about a child and their family is confidential and can only be shared with other professionals and agencies with the family's consent.
- As all the children attending Robson House are under 12, consent to share information about them must be obtained from their parents or carers.
- Where a child is at risk of suffering significant harm, staff have a legal duty to share this information with CSSW and make appropriate referrals. Equally, where a child is subject to a child protection investigation, staff must share any information about the child requested by CSSW.
- Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, the designated safeguarding lead should consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child
- Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However, schools should discuss this with the Child and Family Contact team social worker on a "no names" basis to gain advice on whether this course of action should be taken.
- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of Robson House's duty to share information.(see appendix 4: Summary of safeguarding policy for parents/carers
- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated safeguarding list r or seek advice from the Child and Family Contact team social worker.

#### **5. Safe Recruitment**

## 5.1 General Principles

Robson House recognises safe recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in Robson House are suitable do to so and do not pose any kind of risk.

Robson House staff will follow the *Keeping children safe in education* guidance (DfE 2016).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

- Robson House will carry out extensive enquiries on applicants for all positions, including voluntary and support roles and governors. No staff member, volunteer or governor will be allowed to take up posts until all checks and enquiries have been satisfactorily completed.
- Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role in the school (see section 6.3).
- Robson House also ensures that all current staff that have regular or unsupervised contact with children have an up-to-date Disclosure and Barring Service (DBS) check which is renewed every 3 years.
- All job advertisements and application forms will clearly state that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safe recruitment practices.
- Staff and Management Committee members who normally sit on interviewing panels are trained in safeguarding interviewing techniques and no interview should go ahead unless at least one member of the panel has undertaken Safer Recruitment training. Robson House will take up the accredited safe recruitment training offered through the Camden Safeguarding Children Board or any other accredited training provider.
- Although the executive head teacher and heads of school will have day-to-day responsibility for the recruitment of staff, the Management Committee will ensure that they maintain an overview of recruitment systems in order to scrutinise practise and ensure all statutory checks are carried out.
- School and Human Resources staff with responsibility for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.



- The head teacher keeps a single central record of all staff and volunteers who work at Robson House that includes details of all checks carried out and the outcome of these checks in the format shown at appendix 3.
- Where staff are recruited via third parties such as employment agencies, the headteacher and the Management Committee will ; seek written confirmation from the agency that they have carried out all necessary checks on the individual ,request written confirmation of the outcome of all checks, ask to see the DBS disclosure prior to making any decision regarding the individual’s employment and request written confirmation that an enhanced DBS certificate has been received by the agency.
- Check the identity of agency staff when they first present for work to ensure they are the person against who the checks were taken out.

## 5.2 Checks to be taken out

Robson House will verify the following information for all new staff:

- The applicant’s identity must be verified from their passport or other photographic ID and proof of address must be provided.
- The applicant’s right to work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained.
- In the case of teaching staff, checks will be made on the applicant’s academic and vocational qualifications and further checks made on Teacher Services system to ensure they are not prohibited from teaching under a teacher prohibition order.
- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant’s qualifications and suitability to teach via the NCTL Teacher Services system.

- There is also the following central government guidance:
- [Criminal records checks for overseas applicants - Publications - GOV.UK](#)
- [Employing overseas-trained teachers from outside the EEA - Publications - GOV.UK](#)

- If a candidate applying for a teaching post is not currently teaching, Robson House will contact their former school to enquire about their reasons for leaving.
- Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role.
- Applicants will be asked to provide a full employment history and details of at least 2 referees, including previous and recent employers. All references will be taken up prior to interview and will be requested directly from the referee. Referees will be contacted to resolve any issues that emerge from the references provided.
- Robson House will keep copies of the following documents on staff personnel files:
  - documents used as proof of identity such as passports or driving licences
  - a summary of the DBS certificate (but all other documents relating to the DBS check must be destroyed)
  - documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

### **5.3 DBS checks**

In order to ensure that people who work at Robson House are suitable to do so and are not barred from working with children, Robson House will apply to the Disclosure and Barring Service (DBS) for police checks and other barred list information as part of the recruitment process.

The school will also take out an enhanced DBS check on management committee members but a barred list check will only be taken out if the individual governor will be carrying out a regulated activity within the school.

Full DBS checks which include barred list checks will only be taken out on individuals who are involved in regulated activity, which is defined as close, unsupervised contact on a regular basis involving activities such as:

- Teaching
- Training
- Supervising
- Care
- Guidance and advice
- Driving a vehicle
- Personal or intimate care.

The activity must be carried out regularly as part of the staff member's day to day responsibilities and the checks will be reasonable in order to safeguard children.

Full DBS checks with barred list checks will also be carried out on permanent staff members working at Robson House/college or unpaid volunteers who regularly work unsupervised at Robson House/college and whose work means they have an opportunity for contact with children.

Other staff, contractors and supervised volunteers who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but **not** barred list checks.

Decisions on whether a person is carrying out a regulated activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by the executive head teacher and the heads of school, and the following will be taken into consideration when deciding on whether or not to take out a DBS check:

- the age of the children
- their level of vulnerability
- the numbers of children in the group
- the nature of the role
- opportunities for contact with the children.

Robson House has robust day to day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

Robson House will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure

#### **5.4 Volunteers**

The executive head teacher and heads of school will ensure that unpaid volunteers such as parents who accompany children on school outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, such as references, DBS and other checks and interviews that is appropriate and proportional to the duties assigned to them.
- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children should be subject to an enhanced DBS check, including barred list information.
- New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check but this may not include a barred list check.
- For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the head teacher/principal will

decide whether an enhanced DBS check should be carried out depending on:

- the nature of the role
  - what information is already known about the volunteer
  - what references from work or volunteering activity the volunteer has provided regarding suitability
  - whether the role is eligible for an enhanced DBS check.
- The school/college will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.
  - Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of pupils.
  - All volunteers will be fully inducted in relation to all school policies and procedures
  - All volunteers will meet with the DSL prior to starting and receive safeguarding induction in order for them to understand their safeguarding responsibilities.

This section also applies to school governors who will be treated as volunteers for the purposes of carrying out DBS checks.

## **5.5 Disqualification by association**

**This section relates to primary schools with nurseries and/or reception classes and other schools where the school provides after school provision for children under the age of 8.**

Robson House will implement the Childcare (Disqualification) Regulations 2009 by ensuring that staff who are disqualified by association because they live in the same household as a person disqualified under the Childcare Act 2006 are not able to work in an early years setting within Robson House.

To do this Robson House will follow the statutory guidance “Disqualification under the Childcare Act 2006”:

[Disqualification under the Childcare Act 2006 - Publications - GOV.UK](#)

Robson House will also implement the “Childcare Disqualification Requirements Management Guidance” provided by Camden available at: [Schools and Nurseries Safeguarding Policies | Camden Safeguarding Children Board](#)

## **6 Staff Practice and Conduct**

## **6.1 Induction and Training**

- The head teacher will ensure that all staff are fully inducted, made aware of Robson House's safeguarding policy and procedures and their role in implementing these. Staff will be asked to confirm in writing that they have received and read all relevant staff policies, including "*What to do if you are worried a child is being abused*" guidance.
- The designated safeguarding leads will ensure that all staff are fully inducted with regard to the Robson House safeguarding and child protection procedures and that they receive safeguarding and child protection training on a two yearly basis
- The Executive head teacher and heads of school will keep a central record of all statutory and other training undertaken by staff members, governors and volunteers
- Robson House staff and management committee members will receive multi-agency safeguarding training provided by Camden Safeguarding Children Board at the relevant level.
  - The designated leads and deputy designated teacher will receive:
    - specific training on the role of the designated lead and teacher
    - relevant multi-agency training courses provided by Camden SCB
  - The designated leads and/or deputy designated leads will attend the Camden Designated Lead meetings termly
  - Robson House staff will also receive training on the use of the Common Assessment Framework assessment and referral process as part of their safeguarding training.
  - School staff will receive regular and timely updates on child protection and safeguarding issues via the designated safeguarding lead in order to ensure they remain up to date with new legislation

## **6.2 Conduct and safe teaching practice**

- Robson House expects staff and volunteers to set a good example to children through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- The headteacher will ensure that each member of staff, including volunteers, signs a code of conduct agreement on appointment that sets out Robson House expectations with regards to standards of

professional behaviour and that all staff receive copies of relevant policies.

Staff and volunteers should be aware of current guidance on safe teaching practice contained in the DCSF *“Guidance for safer working practice for adults working with children & young people”* (2009).

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

Robson House staff are expected to follow Robson House’s social media policy in terms of their use of social media, particularly in relation to professional standards and relationships with children. All staff and volunteers will sign an acceptable use agreement before being given access to the school/college computer system.

### **6.3 Providing intimate or personal care to children**

Staff at Robson House may need to provide intimate or personal care to younger children, for example helping a child who has soiled themselves or supervising children who are changing for P.E.

Robson House promotes safe working practices for staff and ensure children’s privacy. Children should be encouraged to carry out self-care tasks for themselves where appropriate, but where adult intervention is needed, the following should be observed;

- When taking a child to the toilet, staff should make colleagues aware of the task to be undertaken and explain to the child what will happen.
- Parents / Carers should always be notified if intimate care has been provided.
- When providing intimate care, staff should carefully and sensitively observe the child’s emotional response and report any concerns to the designated teacher.
- When children are changing, levels of supervision should be appropriate to the child’s age and their social and emotional needs
- Staff should avoid any physical contact unless a child needs help.
- Staff should ensure that changing areas are private and that others are not able to enter whilst children are changing.

### **6.4 Behaviour Management physical intervention and restraint**

It is Robson House's policy to use physical intervention and restraint only in line with Camden CSF policy "*Physical intervention policy for schools and centres*".

See Robson House Physical Intervention Policy

Staff only use reasonable force where there is a risk of harm to the child or others or a risk of substantial damage to property

[Behaviour and discipline in schools - Publications - GOV.UK](#)

### **Music Teaching**

It is recognised that music teachers are vulnerable to allegations being made against them because they often work with children alone and the activity can involve some physical contact with a child.

The music teacher at Robson House is made aware of the possibility of his conduct and behaviour, including physical contact, being misinterpreted by a child or taken out of context by other adults and:

- ensure they behave in an appropriate manner and maintain professional boundaries at all times
- only use physical contact as necessary within the context of the activity, for example as a means of demonstrating technique, and only for as long as needed
- make sure any physical contact cannot be misinterpreted by a child by explaining in advance what contact will be involved and why
- ask the child's permission first and respect their wishes
- report any incidents or issues that arise to the appropriate member of staff and make sure a record is taken

Robson House will:

carry out a risk assessment for music lessons which includes:

- *providing a room that is adequately safe and an open location where the teacher can be easily observed by others, for example a door with glass in it*
- *passing on any relevant information about children that may have a bearing on how they could react to physical contact so the teacher can adapt their practice accordingly*
- *record any reported incidents or issues and deal with these within the framework of the school's own policies*
- *make sure the music teacher is aware of the school's safeguarding and staff conduct policies prior to starting.*

### **6.6 Allegations against staff**

In the event that an allegation is made against a member of staff or volunteer, Robson House will follow Camden's "*Guidance for the management of an allegation against a member of staff*".

Robson House will appoint a responsible staff member (either the executive head teacher or the Heads of school) who will be the Robson House representative for the purposes of the allegations procedures and who will link with the Local Authority Designated Officer for all allegations raised. A further staff member will be identified as their deputy to act in their absence or if allegations are made against the responsible staff member.

All allegations in relation to staff members will be referred to the executive head teacher; allegations against the executive head teacher will be referred to the Management Committee.

Where a staff member is removed or resigns from Robson House following the upholding of an allegation against that person and the responsible staff member and the LADO agree that the person is unsuitable to work with children, the responsible person will refer the individual to the DBS.

The DBS referral form and guidance for completing the form can be accessed on line via the DBS website at:

[Disclosure and Barring Service: criminal record checks, referrals and complaints - Detailed guidance - GOV.UK](#)

### **6.7 Whistleblowing**

Robson House fosters a culture of openness in line with the “Freedom to speak up” review and has strategies and procedures to ensure that staff feel enabled to raise concerns relating to the safeguarding of children or poor practice within Robson House that may cause a risk to children. There is a Whistleblowing policy in the staff handbook.

We recognise that there may be circumstances where staff and children feel unable to raise concerns or incidents of malpractice within the school environment as there is reasonable doubt that these would be dealt with adequately.

All staff and volunteers have a legal duty to raise concerns where they feel individuals or Robson Houses are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within Robson House, staff and volunteers may report concerns to the following;

- Camden’s lead officers for child protection or safeguarding where there are issues regarding the welfare of a child
- The following numbers can be used where there are issues regarding the school’s overall procedures around safeguarding
  - Camden Council’s confidential and independent help-line for protected disclosure on **0800 734199**
  - the Ofsted whistle-blowing line on **0300 123 3155**
  - the NSPCC whistleblowing helpline on **0800 028 0285**.



- The headteacher is responsible for ensuring that these numbers are advertised on Robson House premises and made available to staff and children.

### **Additional policies and guidance**

- Staff code of conduct and guidance
- Lone working guidance and policy
- behaviour management and use of restraint
- dealing with allegations against staff
- first aid and administering medicines
- photography and videos
- acceptable ICT use

## **7 Health and safety and risk assessments**

### **7.1 Responsibility for Health and safety**

The management committee and executive head teacher will ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of pupils and staff within the school environment.

The Government has issued advice to schools on health and safety issues which stress the need to balance risk avoidance against providing children with opportunities to take part in activities that help them learn to manage risk themselves.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/279429/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf)

The Management Committee have delegated their day-to-day responsibilities to a member of staff who is competent to carry out these duties and who has received the appropriate training, Bavaani Nanthabalan, executive head teacher. In her absence Darryl Jones and/or Alyson Dermody Palmer, heads of school will take on this role.

### **7.2 Risk assessments**

Robson House will seek to identify and manage risk through the use of risk assessments. These will be carried out:

- on an annual basis for Robson House environment as a whole
- for all school trips
- for children travelling between locations during the school day
- when a child who has been excluded for risky or violent behaviour is returning to Robson House
- whenever there are any changes to Robson House environment or school practices
- following any serious incident.

### **7.3 Personal Handling Plans**

All children at Robson House have individual personal handling plans. These are drawn up with both staff and children contributing to them. Child friendly versions are available in the classroom for the children and staff to refer to.

### **7.4 Working with aggressive and violent parents/carers**

Where Robson House staff are working with families who are known to CSSW and there are concerns about the behaviour of parents towards members of school staff, this must be discussed with the executive head teacher, Heads of school and the designated safeguarding leads and the information shared with CSSW.

If there are high levels of risk involved in contact with parents, CSSW may convene a risk assessment meeting with the network in order to discuss strategies to reduce risk, and it is vital that the schools is part of this process.

<h4><b>Additional procedures</b></h4>
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<h4><b>Risk Assessments</b></h4>
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### **7.5 Use of Robson House premises by other organisations**

Robson House will only allow use of Robson House premises by other organisations schools outside of school hours for the purposes of providing supplemental schooling if:

- Robson Houses articles of trust or other incorporating document allows this;
- the organisation provides an overview of what it intends to teach so that the board of governors is able to make a judgement on whether this is in line with the promotion of British values

- the organisation can provide evidence that they have followed safe recruitment practices and that their staff have the requisite DBS checks
- the following reasonable and due diligence checks are taken out on the organisation by Robson House;
  - an internet search on the organisation
  - checks with Camden's Community Groups and Schools Consultant (020 7974 7319)
  - checks with Camden's Channel officer (020 7974 1475)
  - checks with Camden Community Safety and the local police (020 7974 2915)
- details of the agreement are recorded on the partnership agreement record available at: [Schools and Nurseries Safeguarding Policies | Camden Safeguarding Children Board](#)

## **7.6 Site security and visitors**

- The management committee is responsible for the security of the school premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage.
- The executive head teacher will decide whether or not contractors should be subject to DBS checks before being allowed access to the building, depending on the level of access they are likely to have to pupils.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, the executive head teacher will request written confirmation that relevant checks have been carried out for that individual.
- All visitors and contractors will be:
  - informed to report to reception on arrival;
  - expected to provide proof of identity
  - expected to wear a name-badge or carry some form of identification at all times when on the school premises;
  - suitably supervised by school staff at all times;
  - made aware of school health and safety procedures.
- The head teacher and the management committee will ensure that any contract entered into with contractors' sets out clearly the expectations for worker's behaviour and the responsibility of contractors to monitor and ensure compliance with school policies.
- Contracted workers will not be allowed to approach or speak to children in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.

- Visiting organisations such as theatre groups who will be performing for or working directly with children will be expected to have adequate child protection procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding children.

## **8 Early Years**

It is possible that Robson House may have a child who is in Reception, although this is currently not the case

**8.1 Legal and policy framework** As an early years provider delivering the Early Years Foundation Stage (EYFS), Robson House aims to meet the specific safeguarding and child protection duties set out in the Childcare Act 2006 and related statutory guidance.

### Statutory Framework for the Early Years Foundation Stage (EYFS) 2012 | Foundation Years

Robson House will ensure that children of reception age are able to learn and develop and are kept safe and healthy so that they are ready for school by providing a safe, secure learning environment that safeguards and promotes their welfare, and takes appropriate action where there are child protection concerns. At Robson House the youngest children we admit are five years old.

## **8.2 Safeguarding**

All safeguarding and child protection policies listed in section 3 and 4 of this policy will apply equally to children in reception in so far as they are relevant to that age group.

## **8.3 Child protection**

Early years settings within Robson House will follow the child protection procedures set out in section 4 of this policy. In addition, Robson House has the following child protection policies:

- a policy on the use of mobile phones and cameras within the the class if there are reception aged children;
  - parents and carers are asked to switch off mobile phones if they are coming into the classroom and leave the setting if they need to use their mobile
  - parents are prohibited from taking any photographs of children in the class
  - staff do not bring personal mobile phones into the classroom where there are reception aged children and use them only during breaks.

- a statement on how notifications will be made to Ofsted in the event of an allegation of serious harm or abuse by any person working in the reception class.

#### **8.4 Suitable people**

Robson House will follow the safe recruitment policy set out in section 5 of this policy to ensure that staff and volunteers who are recruited to work in the reception aged class are carefully selected and vetted to ensure they are suitable to work with children and have the relevant qualifications.

Staff policies set out in section 6 of this policy will apply equally to staff and volunteers in the reception class, and Robson House will ensure that they receive proper training and induction so that they are aware of their role responsibilities, all school policies and Robson House's expectations regarding conduct and safe teaching practice.

Whenever an allegation is made against a member of staff working with reception aged children, Robson House will follow the Camden policy "*Guidance of the management of an allegation against a member of staff*" as referred to in section 6 of this document.

Where staff, who are working with reception aged children, are taking medication that may affect their ability to care for young children, this will be notified to the head teacher.

A member of staff who holds a current paediatric first aid certificate will be on Robson House premises at all times and will accompany children on school trips.

#### **8.5 Safety and suitability of premises**

Robson House will ensure that all indoor and outdoor spaces and facilities used for reception children are safe and fit for purpose and comply with school policies and standards for site safety and health and safety as set out in section 7 of this policy. Additionally, Robson House will ensure that all potential hazards within Robson House and during school trips are regularly risk assessed.

Robson House ensures that children are released to the care of their parent or other responsible adult with the parent's consent at the end of the day as well as procedures for dealing with uncollected children.

### **9 Additional safeguarding policies**

#### **9.1 Non-collection of children from school**

Parents will be asked to provide the details of the person who will normally collect the child and will be informed of the need to notify the school in advance if this changes, giving details of the person authorised to collect the

child. Parents will also be asked to inform schools where children are subject to court orders that limit contact with a named individual.

In the event that anyone who is not authorised to do so attempts to collect the child, the school will not allow the child to leave but contact the parent immediately.

If a child is uncollected at the end of the school day, the school will follow the procedure agreed with CSSW:

- The school will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members, and wait with the child until someone comes to collect them.
- Children will not be released into the care of another parent even where they offer to take the child home without the permission of the child's carer.
- The school will put CSSW on notice at 4.00 pm if there are difficulties in contacting parents or other family members.
- If no contact can be made with the parent by 4.30pm, the school will contact the CSSW assessment team who will arrange for a social worker to collect the child or make arrangements for the child to be transported to the CSSW office.
- The school will regularly ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so.
- Where children are regularly uncollected or collected late, this should be discussed with the designated safeguarding lead and reported to the Education Welfare Service. If there are also child protection concerns, a referral should be made to CSSW.

## **9.2 Children who are missing from education or home educated**

Schools need to be aware of those children who are persistently absent or missing from school as this may be an indicator of welfare concerns.

Attendance policies should state clearly who needs to be notified and what action should be taken and any relevant timescales. Schools should refer to Camden's "Children missing from education" policy and the CSCB missing children protocol for further details available at: [Schools and Nurseries Safeguarding Policies | Camden Safeguarding Children Board](#)

Where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications should be made:

- The Education Welfare Service must be notified of all decisions.

- If the child is already known to CSSW, their allocated social worker should be notified immediately.
- If the child is not known to CSSW, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to CSSW.

### 9.3 Children who harm other children

Where a pupil's behaviour causes significant harm to other pupils, for example through violent or sexually abusive behaviour, the school will refer the child to the Child and Family Contact team under the Children who harm other children protocol available at: Policies / Guidance | Camden Safeguarding Children Board

### 9.4 Prevention of radicalisation

Robson House's safeguarding duty includes the duty to promote British values in order to counter the extremist narrative and prevent young people from being radicalised and drawn into terrorism.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/380595/SMSC\\_Guidance\\_Maintained\\_Schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf)

Under Counter-Terrorism and Security Act 2015, Robson House also has a duty to refer young people on to Camden's Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417943/Prevent\\_Duty\\_Guidance\\_England\\_Wales.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417943/Prevent_Duty_Guidance_England_Wales.pdf)

Where Robson House has concerns that a young person might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge extremist ideologies, or that a younger pupil may be at risk due to their parent's radicalisation, the school will follow the guidance set out in the CSCB guidance "Safeguarding children and young people from radicalisation and extremism" available at: <http://www.cscb-new.co.uk/wp-content/uploads/2016/03/CSCB-guidance-on-radicalisation-and-extremism.pdf>

Schools should always be a safe space for young people to explore new ideas and perspectives, and develop their critical thinking skills. Where there are concerns about radicalisation and a referral to Channel Panel is being considered the Robson House should discuss these concerns internally and also consider external advice and guidance where necessary and appropriate.

The Robson House designated safeguarding leads should be consulted for internal advice on making a referral. Prior to making a referral Robson House may also speak to and get advice from their police schools officer (PC Tracy Sadler) or the Police Prevent Engagement Officer (Mark Fowler, Mark.P.Fowler@met.pnn.police.uk or call 0208 733 6014) and Camden's Prevent co-ordinator (Rema Patel, rema.patel@camden.gov.uk or call 020 7974 1475).

### 9.5 Mandatory reporting of Female Genital Mutilation (FGM)

Robson House will follow the statutory guidance on FGM available at: [Multi-agency statutory guidance on female genital mutilation - Publications - GOV.UK](#)

Where a pupil makes a disclosure of FGM, Robson House will follow the mandatory reporting rules and make appropriate referrals to the police as set out in the CSCB guidance available at: <http://www.cscb-new.co.uk/wp-content/uploads/2015/10/FGM-mandatory-reporting-guide.pdf>

If a child discloses FGM to a member of staff then that staff member has a duty to report it to the police as well as informing the DSLs.

## 9.6 Children with special education needs or disabilities (SEND)

Robson House is aware that children with special education needs or disabilities may be more vulnerable to harm and abuse and may be more likely to experience bullying. School policies reflect this and recognise that staff need to be able to support the children to overcome barriers to seeking help.

### Additional procedures

See Robson House SEND policy

## 9.7 Online safety

As part of its duty to provide a safe learning environment and ensure pupils know how to remain safe online, Robson House will implement the recommendations of Camden's model schools e-safety policy available at: [eSafety | Camden Safeguarding Children Board](#)

Other relevant safeguarding policies

Schools can access guidance on the following policies at [www.nspcc.org.uk](http://www.nspcc.org.uk) and [Department for Education - GOV.UK](#)

### Other relevant safeguarding policies

Schools can access guidance on the following policies at [www.nspcc.org.uk](http://www.nspcc.org.uk) and [Department for Education - GOV.UK](#)

Alternative provision

[Alternative provision - Publications - GOV.UK](#)

Anti-discrimination & harassment

Attendance

[Parental responsibility measures for behaviour and attendance - Publications - GOV.UK](#)

Child sexual exploitation

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/278849/Safeguarding\\_Children\\_and\\_Young\\_People\\_from\\_Sexual\\_Exploitation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf)



Behaviour and discipline

[Behaviour and discipline in schools - Publications - GOV.UK](#)

Bullying (including cyberbullying)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/288444/preventing\\_and\\_tackling\\_bullying\\_march14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288444/preventing_and_tackling_bullying_march14.pdf)

Children missing from school

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268987/cme\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268987/cme_guidance.pdf)

Complaints

Domestic violence

Drugs/substance misuse

[Drugs: advice for schools - Publications - GOV.UK](#)

Educational visits

Equality and diversity

Exclusion of pupils

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/269681/Exclusion from maintained schools academies and pupil referral units.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269681/Exclusion_from_maintained_schools_academies_and_pupil_referral_units.pdf)

Fabricated or induced illness

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277314/Safeguarding Children in whom illness is fabricated or induced.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf)

Faith abuse

First aid and administration of medicines

Supporting children with medical conditions

[Supporting pupils at school with medical conditions - Publications - GOV.UK](#)

Gender based violence, violence against women and girls

No smoking (EYFS)

Mental health

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/508847/Mental Health and Behaviour - advice for Schools\\_160316.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf)

Physical intervention

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268771/use\\_of\\_reasonable\\_force\\_-\\_advice\\_for\\_headteachers\\_staff\\_and\\_governing\\_bodies\\_-\\_final\\_july\\_2013\\_001.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268771/use_of_reasonable_force_-_advice_for_headteachers_staff_and_governing_bodies_-_final_july_2013_001.pdf)

Private fostering

Promoting British values/Radicalisation and violent extremism

[Promoting fundamental British values through SMSC - Publications - GOV.UK](#)

SRE

Sexting

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/545997/Sexting in schools and colleges UKCCIS 4 .pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS_4_.pdf)

Gender-based violence/teenage relationship abuse

Trafficking

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/177033/DFE-00084-2011.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf)

Some children are living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes. Some may need help or intervention from CSSW or other agencies in order to overcome problems or keep them safe. Robson House is aware of the following policies so that they are able to respond to the needs of these vulnerable groups.

### **Children at risk of sexual exploitation**

[Child Sexual Exploitation | Camden Safeguarding Children Board](#)

### **Children at risk of female genital mutilation (FGM)**

[Female genital mutilation: guidelines to protect children and women - Publications - GOV.UK](#)

### **Children at risk of forced marriage**

[Forced marriage - Detailed guidance - GOV.UK](#)

### **Children who run away/go missing**

[Policies / Guidance | Camden Safeguarding Children Board](#)

Schools should also be aware that going missing is an indicator of other issues, such as child sexual exploitation, gang activity and trafficking.

### **Young people living with domestic or sexual violence**

Schools can refer young people affected by domestic or sexual violence to the specialist worker based in the Camden Safety Net on **020 7974 1864** for advice and support.

### **Young people at risk from gang activity or serious youth violence**

[Safeguarding children and young people who may be affected by gang activity - Publications - Inside Government - GOV.UK](#)

Camden has a comprehensive strategy for reducing the risks posed by gang activity, and schools can refer young people to the Young Person's Advocate based in the Youth Offending Service on **020 7974 6174** for advice.

### **Trafficked children**

The CSCB protocol provides guidance for agencies where it is thought children have been trafficked into or within the UK or where they are vulnerable to modern slavery/forced labour.

[Child Trafficking | Camden Safeguarding Children Board](#)

### **Privately fostered children**

Schools have a legal duty to notify Camden of any pupil they know to be privately fostered. Schools should contact the Fostering team on **020 7974 6783** to notify Camden of any private fostering arrangements that come to their notice.

### **Young carers**

If schools have concerns about a pupil they believe to be a young carer, they can contact Family Action on **020 7272 6933** for advice and can refer the pupil on for services and support. Further details can be found on the website. [www.family-action.org.uk](http://www.family-action.org.uk)

## Appendix 1:

### CHILD PROTECTION; DEFINITIONS AND INDICATORS

#### Definitions

Child protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. Under the Children Act 1989, CSSW have a legal duty to investigate and take any action to protect children where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

**Neglect:** failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

**Physical abuse:** causing physical harm or injury to a child.

**Sexual abuse:** involving children in sexual activity, or forcing them to witness sexual activity, which includes involving children in looking at or the production of pornography.

**Emotional abuse:** failure to provide love and warmth that affects the child's emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

#### Possible indicators of abuse and neglect

<b>Neglect</b>	<ul style="list-style-type: none"> <li>• Inadequate or inappropriate clothing</li> <li>• Appears underweight and unwell and seems constantly hungry</li> <li>• Failure to thrive physically and appears tired and listless</li> <li>• Dirty or unhygienic appearance</li> <li>• Frequent unexplained absences from school</li> <li>• Lack of parental supervision</li> </ul>
<b>Physical abuse</b>	<ul style="list-style-type: none"> <li>• Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury</li> <li>• Injuries in unexpected places or that are not typical of normal childhood injuries or accidents</li> <li>• High frequency of injuries</li> <li>• Parents seem unconcerned or fail to seek adequate medical treatment</li> </ul>
<b>Sexual abuse</b>	<ul style="list-style-type: none"> <li>• Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development</li> <li>• Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend</li> </ul>

	<ul style="list-style-type: none"> <li>• Continual, inappropriate or excessive masturbation</li> <li>• Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy</li> <li>• Unwillingness to undress for sports</li> </ul>
<b>Emotional abuse</b>	<ul style="list-style-type: none"> <li>• Developmental delay</li> <li>• Attachment difficulties with parents and others</li> <li>• Withdrawal and low self-esteem</li> </ul>
<b>Indirect indicators of abuse and neglect</b>	<ul style="list-style-type: none"> <li>• Sudden changes in behaviour</li> <li>• Withdrawal and low self-esteem</li> <li>• Eating disorders</li> <li>• Aggressive behaviour towards others</li> <li>• Sudden unexplained absences from school</li> <li>• Drug/alcohol misuse</li> <li>• Running away/going missing</li> </ul>
<b>Parental attributes</b>	<ul style="list-style-type: none"> <li>• Misusing drugs and/or alcohol</li> <li>• Physical/mental health or learning difficulties</li> <li>• Domestic violence</li> <li>• Avoiding contact with school and other professionals</li> </ul>



**INFORMATION FOR CHILD PROTECTION CONFERENCE**

**(Date of conference)**

**CONFIDENTIAL**

<b>Child's/ren's Name/s:</b>	<b>Date of Birth:</b>
<b>Gender:</b>	<b>Ethnicity:</b>
<b>Religion:</b>	<b>Disability:</b>
<b>School:</b>	
<b>Parent(s)/ Carer(s) Details :</b>	
<b>Address:</b>	
<b><u>Education Information (for child at Robson House);</u></b>	
<b>Attendance and punctuality:</b>	
<b>Health and physical appearance:</b>	
<b>Behaviour and emotional presentation:</b>	

**Concerning incidents:**

**Peer relationships:**

**Academic performance and achievement:**

---

**Child & Family Team Information:**

**Intervention/ support summary to date (*Including specific strengths and difficulties/ concerns*):**



<b>Danger/harm</b> What aspects of the situation worry you	<b>Grey areas</b> What aspects of the situation are unclear?	<b>Safety</b> What aspects of the situation are positive and/or protective?



**Further intervention planned with family:**

**Recommendations for further interventions/ services/ What needs to change for the child/ren to not be at risk of significant harm?**

**What smaller measurable changes can be made towards the identified goals?**

**Date:**

**Practitioner name/ signature:**

**Designation:**

**Tel No:**

**Contact address:**

**Email address:**



**INFORMATION FOR CHILD IN NEED MEETING**

**(Date of conference)**

**CONFIDENTIAL**

<b>Child's/ren's Name/s:</b>	<b>Date of Birth:</b>
<b>Gender:</b>	<b>Ethnicity:</b>
<b>Religion:</b>	<b>Disability:</b>
<b>School:</b>	
<b>Parent(s)/ Carer(s) Details :</b>	
<b>Address:</b>	
<b><u>Education Information (for child at Robson House);</u></b>	
<b>Attendance and punctuality:</b>	
<b>Health and physical appearance:</b>	
<b>Behaviour and emotional presentation:</b>	
<b>Concerning incidents:</b>	

**Peer relationships:**

**Academic performance and achievement:**

---

**Child & Family Team Information:**

**Intervention/ support summary to date (*Including specific strengths and difficulties/ concerns*):**

**Further intervention planned with family:**

**Recommendations for further interventions/ services/ What needs to change for the child/ren to not be at risk of significant harm?**

**What smaller measurable changes can be made towards the identified goals?**

**Date:**

**Practitioner name/ signature:**

**Designation:**

**Tel No:**

**Contact address:**

**Email address:**

## Appendix 4: My Concern basic information Record

### My Concern basic Information

#### Personal Details

Preferred Forename

Preferred Surname

Legal Forename

Legal Surname

Date of Birth

Gender

Ethnicity

Religion

First Language

Year Group

Reg Group

#### Home Contact Details

Address

Town

Postcode

Email Address

Home Phone

Mobile Phone

Notes

Update Notes

Archive this Profile

## Appendix 5: My Concern report a safeguarding concern

### My Concern

Report a Concern

Name(s) of Pupil(s)

No Pupils selected

Concern Summary

Concern Date/Time

Details of Concern

There is no need to repeat the Concern Summary.

Is this urgent?

If YES, please check this box.

Action taken

Attachments

Browse...

Please attach any relevant documents, images or other media.

## Appendix 6: School Central Record

### Important notes

This record includes:

- all staff, including supply staff and teacher trainees on salaried routes, who work in school and others who work in regular contact children in school, including volunteers

### Agency staff

Please give details of confirmation of checks that have been carried out by the supplying agency.

### Volunteers

- Unsupervised volunteers should not be left alone or allowed to work in regulated activity.
- For new volunteers in regulated activity who regularly teach children unsupervised an enhanced DBS is needed with a barred list check.
- For new volunteers not in regulated activity, schools should obtain an enhanced DBS certificate.

- Existing volunteers who provide personal care, the school should consider obtaining an enhanced DBS.
- Existing volunteers who are unsupervised do not need to have a DBS check with a barred list check because the volunteer should have been checked originally.
- For existing volunteers not in regulated activity there is no requirement for an enhanced DBS check (a school can request one but may not request a check of the barred list).
- For a volunteer not engaging in regulated activity a risk assessment should be made and a professional judgement made about the need for an enhanced DBS check.
- Supervision of volunteers – there must be supervision by a person in regulated activity, where supervision occurs, this must be regular and day to day and the supervision must be reasonable in all the circumstances to ensure the protection of children.

### **Regulated activity**

Regulated activity (see p20 for definition) – the period condition is at any time on more than three days in any period of 30 days. 'Frequently' is doing something once a week or more. Work of the nature defined is considered regulated activity if done regularly; where this is the case an enhanced DBS check is needed with a barred list check.

### **Contractors**

Contractors or employees of contractors working at the school should have the appropriate level of DBS check if a check is required, e.g. if the contractor is carrying out teaching or providing a level of care or supervision of children regularly.

### **Documents**

Please note that there is no requirement to list DBS numbers. Also, to comply with the Data Protection, DBS certificates should not be retained any longer than six months. Other documents to verify identity, right to work in the UK etc, should be kept in personnel files.

**Record of checks taken out**

Date of service	Address	DOB	Evidence of identity: (name of person carrying out check and date of check)	Barred list check (date and name of person carrying out check)	Enhanced DBS check (date and name of person carrying out check)	Prohibition from teaching check (date and name of person carrying out check)	Checks on persons from overseas (date and name of person carrying out check)	Checks on professional qualifications / Certificates obtained (date and name of person carrying out check)	Checks on right to work in the UK/documents obtained (date and name of person carrying out check)	For supply staff, evidence from the employment agency that relevant checks have been carried out (date of confirmation and name of school staff checking)



## **Appendix 7**

Safeguarding and Child Protection Policy summary for parents/carers



### **Robson House Safeguarding and Child Protection Policy Summary for Parents**

The Designated Leads for Safeguarding at Robson House are:

- Alyson Dermody-Palmer: Deputy Head Teacher
- Carla Stooke: Social Worker

The Deputy Leads for Safeguarding at Robson House are:

- Andrew Herbert: Head Teacher
- Darryl Jones: Deputy Head Teacher

### **Purpose of the Policy**

Safeguarding helps children to achieve their full potential by delivering services and support to help them overcome barriers to achievement. Robson House is committed to providing a safe learning environment and safeguarding processes that promote the welfare of its children. The Safeguarding and Child Protection Policy provides clear direction to staff and others about expected behaviour when dealing with safeguarding issues to make sure they are handled sensitively and professionally. We will ensure you

understand Robson Houses statutory role to safeguard and promote the welfare of its children and this is the purpose of this summary.

### **Our School Commitment**

- We create an environment where children feel secure and are encouraged to talk and are listened to.
- We provide children with opportunities to discuss issues and talk about problems and make sure they know that there are adults in Robson House to whom they can go if they are worried or in difficulty.
- We teach children the skills they need to stay safe.
- We use safe recruitment practices.
- We have clear procedures for identifying safeguarding concerns and making child protection referrals when we need to.
- We monitor and support children on Child Protection or Child in Need plans and we attend relevant meetings and provide reports.
- We raise awareness amongst staff of safeguarding issues and ensure staff are equipped to deal with concerns.
- We work with parents and professionals by providing opportunities to talk, offering support and advice, and signposting to other services if extra support is needed.
- We work closely with other professionals and agencies to make sure children are safeguarded and are getting the right services to help them achieve their potential.

### **Procedures**

When there are concerns a child may be suffering from, or at risk of suffering from harm (physical, emotional, sexual or neglect) we will follow the London Borough of Camden Safeguarding Procedures and will refer to the Multi-Agency Safeguarding Hub (MASH) in Family Services Social Work (CSSW).

### **Dealing with Disclosures**

If a child discloses they are being abused, the member of staff will;

- Listen to what is said without displaying shock or disbelief and accept what the child is saying.
- Allow the child to talk freely.
- Reassure the child but not make promises that it may not be possible to seek, or promise confidentiality, as a referral may have to be made to CSSW.
- Reassure the child that what has happened is not their fault and that they were right to tell someone.
- Not ask direct questions but allow the child to tell their story.
- Not criticise the alleged perpetrator.
- Explain what will happen next and who will be told.
- Make a formal record and pass this to the Designated Lead for Safeguarding.

## **Referrals**

A decision on whether or not to refer the child to CSSW will be made by the Designated Lead for Safeguarding.

When there is doubt about whether the concerns raised meet the threshold for Child Protection referral, the Designated Lead for Safeguarding may discuss the situation on a 'no names' basis with CSSW for advice on how to proceed.

As a parent/ carer, you would be contacted before a referral is made unless this would place your child at risk of further harm. If you did not agree with the referral but your child was still at risk of harm the referral would still be made.

## **Records**

Safeguarding records relating to children are confidential and will be kept in a designated safeguarding file separate to the child's education file. These records are held securely within Robson House.

We record any safeguarding concerns and discuss these with you. We monitor any concerns we may have by keeping a log of these.

## **Safer Recruitment**

At Robson House we do everything we can to make sure anyone who works at Robson House is a safe and trustworthy adult. This includes thoroughly checking applications, making sure the candidate is who they say they are, checking qualifications, getting references, checking employment history and ensuring the candidate is physically and emotionally able to do the job. Interviews are done by staff trained in safeguarding and checks are done with the Disclosure and Barring Service (DBS) to make sure the candidate is safe to work with children. These checks are carefully monitored and updated.

### **Confidentiality and Information Sharing**

All information gathered by school staff about your child and your family is confidential and can only be shared with your consent.

Where a child is suffering harm or at risk of suffering harm we have a legal duty to share this information with CSSW. Where a child is on a Child Protection Plan or where there is a Child Protection Investigation being done, we must share any information about the child requested by CSSW.

Safeguarding records will also be passed on to your child's next school when they move on from Robson House.

We have a legal duty to work with other professionals and agencies to make sure children are safeguarded and are getting the right services to help them achieve their potential. We can only work together to do this if we are able to talk to each other and share information and this is why we ask for your agreement to do this.

### **Staff Training and Support**

We are committed to making sure our staff are well equipped to deal with safeguarding issues. All staff are aware of the Child Protection and Safeguarding policy and have regular safeguarding training.

We also have a Social Worker based at Robson House who oversees our safeguarding systems and provides advice and guidance on safeguarding issues.

We also have a number of other policies in place to ensure our children are safeguarded. These relate to:

- Bullying
- Conduct and safe teaching practice
- Providing intimate or personal care to children
- Physical intervention
- Allegations against staff
- Whistle blowing
- Health and safety and risk assessments
- Racist and homophobic language
- Sex and relationships education
- Drugs and alcohol education
- First aid & administration of medicines
- E-safety
- Attendance and children missing from school

All policies are available for you on Robson House's website or can be provided to you on your request.

## Appendix 8: Mobile phones and use of children's photograph Policy



### Mobile Phones and Use of Children's Photographs Policy

School staff are not permitted to use their mobile phones or any other electronic device whilst on duty. Duty includes any time whilst with the children e.g. in classrooms, playtimes, lunchtimes etc. If they need to use them in their break, they must take calls away from the children.

On some occasions, e.g. for school trips, staff will be required to carry a mobile phone, but this will only be used to make and receive school phone calls. Staff should be aware that when on outings, or in school, they must not use the mobile phone to take photos of the children.

It is the policy of Robson House to use only school cameras with school 'San Disk' cards (or similar) or any other school electronic device (e.g. - school I pads) to take pictures of the children within our care as part of normal school life.

This policy clarifies exactly how we will and will not use photographs of the children:

We will use photographs:

- To record children's progress and inform observations.
- To record events and outings that the children participate in.
- For display purpose.
- To include in our school albums.
- For our school newsletter.
- For posters and flyers of school events.
- As evidence of the activities and outings we provide to show Ofsted during an inspection.

We will not use photographs:

- Which will be published on the internet other than as part of our school website, where children will not be identifiable?
- Any camera or other electronic device that are taken outside of school and are used by a third party will have any images of our children removed.
- Any image of a child at Robson House will only be stored in school and not taken outside of Robson House other than on school newsletters or on posters or flyers for school events, and in the child's leaving book.
- We will not send photos of children via mobile phones.

Date read and agreed:

Signed:

Name:

## Appendix 9:

### INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:  
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:  
The demonstration of unacceptable behaviour by using any means or medium to express views which:
  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.



5. Childs may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
  - Identity Crisis – the student / child is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
  - Personal Crisis – the student / child may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
  - Personal Circumstances – migration; local community tensions; and events affecting the student / child's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
  - Unmet Aspirations – the student / child may have perceptions of injustice; a feeling of failure; rejection of civic life;
  - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
  - Special Educational Need – students / children may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:
  - Being in contact with extremist recruiters;
  - Accessing violent extremist websites, especially those with a social networking element;
  - Possessing or accessing violent extremist literature;
  - Using extremist narratives and a global ideology to explain personal disadvantage;

- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Taken from the Model Safeguarding Policy for Schools and Education Services in Birmingham (2014)

#### **Appendix10: Staff Code of Conduct**

## **Staff Code of Conduct**

### **Personal and Professional Conduct**

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

**Members of staff uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:**

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a staff member's professional position
- Having regard for the need to safeguard pupils' wellbeing, in accordance to statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

**All staff must have proper and professional regard for the ethos, policies and practices of Robson House, and maintain high standards in their own attendance and punctuality.**

## Appendix 12: Safeguarding Checklist

Name of school:

Address:

Head teacher:

Contact details:

Date of safeguarding assessment:

Requirement	Yes	No	Comments/action
<b>Leadership and the safeguarding and child protection framework</b>			
The school has comprehensive safeguarding policies covering early help and child protection and a staff conduct policy covering use of technology, relationships with pupils, communications and use of social media			
There are agreed local procedures in place for making referrals to CSSW where there are concerns about the safety and welfare of a child			
There is a designated governor with responsibility for safeguarding and child protection			
A senior member of the leadership team has been appointed as the designated safeguarding lead and a nominated deputy to carry out the role in their absence and they have the time and resources allocated to carry out their responsibilities			
The safeguarding lead and their deputy have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 2 years.			
Arrangements are in place to ensure staff can liaise with the safeguarding lead or their deputy at all times during school hours			
The school promotes a multi-agency approach to safeguarding and child protection in line with <i>Working together</i> and staff are able to attend child protection conferences and other multi-agency meetings as appropriate			
The curriculum offers opportunities for pupils to learn how to keep themselves safe, including online			
The school promotes positive behaviour and this is reflected in behaviour management strategies used; reasonable force and restraint is used only in line with legislation; use of any behaviour			

management strategy is tailored to the needs of the pupil and carefully monitored for effectiveness			
The school has effective policies for dealing with bullying and discrimination, including cyberbullying, sexting and inappropriate language			
There is a policy around dealing with allegations against staff and all staff are aware of the policy and know what action to take if they have concerns about another member of staff			
The school has a policy of openness and challenge and staff and pupils feel safe to raise concerns; there is a whistleblowing policy in place and all staff and pupils know who to contact if they are concerned that safeguarding issues are not being adequately dealt with by the school			
The school has an internet safety policy setting out how pupils will be kept safe online and the standards for use of technologies expected from pupils and staff including mobile devices; all pupils and staff have signed an acceptable use agreement			
The school have taken steps to implement the Prevent duty and staff are aware of how to make appropriate referrals to Channel Panel			
The school has a policy on dealing with children who harm other children and all staff are aware of what action to take under this policy			
The school seeks the views of pupils and parents with regard to safeguarding issues and all safeguarding and child protection policies are available on the school website			
<b>Staff knowledge and e safeguarding practice</b>			
All staff are inducted in safeguarding arrangements in the school and have received and read all relevant policies			
All staff have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 3 years.			
All staff receive regular updates to safeguarding and child protection legislation via the designated safeguarding lead as required			
All staff are able to identify those children who may benefit from early help and are able to provide support within the school or make appropriate referrals to Camden's Early help service			
All staff are able to recognise the indicators of abuse and harm, can identify children who may be at risk of harm			
All staff know what action to take to refer children appropriately to CSSW where there are concerns and make timely referrals and follow up referrals where it is thought the child's situation is not improving			
All staff are aware of their legal duty under the mandatory reporting rules for FGM and can make appropriate notifications to the police and CSSW in known cases of FGM			
All staff are aware of what actions to take when a child goes missing from education or does not attend			

and that missing episodes are monitored; all staff are aware of the link between going missing and safeguarding issues such as sexual exploitation, criminal behaviour, substance misuse and trafficking; there are procedures in place to notify Camden where a child is removed from the school roll in line with the local <i>Children missing from school</i> policy			
All staff are able to share information lawfully and appropriately and work jointly with partner agencies; parents are informed of concerns and actions taken unless this puts the pupil at further risk			
Records of concerns and referrals are up to date and timely and kept securely			
All staff receive regular supervision that enables them to raise safeguarding issues			
Risk assessments are routinely carried out to ensure the health and safety of pupils on site, on school trips and during work experience			
Pupils feel safe and are aware of how to raise concerns and complaints with a trusted adult			
<b>Safe recruitment</b>			
The school has a safe recruitment procedure that is in line with statutory requirements			
The school has a single central record providing details of when and by whom the following checks on candidates were taken out: <ul style="list-style-type: none"> <li>• Identity checks</li> <li>• DBS/barred list checks</li> <li>• Prohibition from teaching checks</li> <li>• Appropriate checks with overseas organisations where the candidate is from abroad</li> <li>• Checks to establish right to work in the UK</li> <li>• Professional qualifications check</li> </ul>			
The school has a clear system in place in line with statutory requirements for volunteers or contractors coming into the school. Enhanced DBS checks are taken out on all staff members, volunteers and governors; barred list checks are also taken out on staff, volunteers and governors who are involved in regulated activity			
The head teacher or other member of the senior leadership team decides on whether or not volunteers, visitors or contractors require a DBS check and this decision is informed by a risk assessment; arrangements are put in place to supervise and oversee volunteers, visitors and contractors where a DBS check is not carried out and children are not left unsupervised with any individual who has not undergone a DBS check			
The school seeks written confirmation from agencies that these checks have been taken out on all agency and supply staff prior to appointment; all agency and supply staff are required to present proof of identity prior to beginning work			
A member of the governing board or senior leadership team involved in interviewing has completed an accredited safe recruitment training course			

<b>Dealing with allegations against staff</b>			
There is a named staff member with responsibility for liaising with the police and LADO			
Appropriate referrals are made to the DBS where staff cease to work at the school following investigation into allegations			