

# 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

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## London Borough of Camden

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### **Multi-agency Safeguarding Hub (MASH) Team:**

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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 missing from or 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.
  - a procedure for responding to incidents where children go missing from education, particularly where there are repeated incidents that suggest potential safeguarding risks may be present.
- 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 previously 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, staff code of conduct, behaviour policies and the CSCP children missing from education policy 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 more vulnerable to poor educational outcomes due to safeguarding and other issues such as children in need, children with child protection plans, children with mental health issues, young carers and children who have special educational needs;
- raise awareness with staff on how children's vulnerabilities and exposure to neglect, abuse and trauma can negatively influence their educational attainment and behaviour and how staff can work to meet these challenges and improve outcomes;

- 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 and where appropriate, share relevant information with schools to enable continued support for the child on transfer.

As a relevant agency under the new Camden Safeguarding Children Partnership (CSCP) safeguarding arrangements, we recognise our vital role in safeguarding school-age children and its statutory duty to co-operate with the CSCP to ensure joint working with partner agencies in order to improve outcomes for children in Camden.

The Management Committee, school managers and the senior leadership team will ensure these safeguarding arrangements are followed and that the school/college is able to raise any safeguarding issues and emerging trends with the CSCP via the CSCP Head teacher members and/or the Camden Learning representative.

Full details of the arrangements can be found at: [https://cscp.org.uk/wp-content/uploads/2019/06/Camden-Safeguarding-Children-Partnership-Arrangements\\_Final\\_June\\_-2019.pdf](https://cscp.org.uk/wp-content/uploads/2019/06/Camden-Safeguarding-Children-Partnership-Arrangements_Final_June_-2019.pdf)

## **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)

## **2.6 Multi-agency working**

Robson House will work in partnership with relevant agencies in order to meet its obligations under section 11 of the Children Act 2004 and Working together to safeguard children 2018.

As a relevant agency under the new Camden Safeguarding Children Partnership (CSCP) safeguarding arrangements, the school/college recognises its vital role in safeguarding school-age children and its statutory duty to co-operate with the CSCP to ensure joint working with partner agencies in order to improve outcomes for children in Camden.

Management Committee members and the senior leadership team will ensure these safeguarding arrangements are followed and that the school is able to raise any safeguarding issues and emerging trends with the CSCP via the CSCP Head teacher members and/or the Camden Learning representative.

Full details of the arrangements can be found at: [https://cscp.org.uk/wp-content/uploads/2019/06/Camden-Safeguarding-Children-Partnership-Arrangements\\_Final\\_June\\_-2019.pdf](https://cscp.org.uk/wp-content/uploads/2019/06/Camden-Safeguarding-Children-Partnership-Arrangements_Final_June_-2019.pdf)

## **2.7 Contacting the police**

In the event that a criminal offence takes place on the school premises or police assistance is needed to deal with incidents, the school will follow the guidance set out in the NSPCC guidance *When to call the police*.

<https://www.npscc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>

## **2.8 Operation Encompass**

Robson House will ensure that the school receives all police notifications of children who have been involved in domestic abuse incidents via Operation

Encompass. A letter has been sent to all parents/carers about Operation Encompass.

The designated safeguarding lead will inform relevant staff of any notification and agree what support (if any) the child should receive from the staff.

#### **Additional procedures**

*Operation Encompass is a national initiative that helps to safeguard children and young people who may have been exposed to domestic abuse. In practice, this means that if the police are called to a domestic abuse incident and a child has been present when this happened, then the police will notify the child's school's designated safeguarding lead. This will be done as early as possible in the morning and allow the school to support the child. This allows for rapid provision of support within the school environment and means that children are better safeguarded against the effects of domestic abuse.*

### **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.

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.

Parental consent for referral will be sought but a referral will be made regardless of consent being given in cases where there are safeguarding

concerns about the child and making a referral is a proportionate response to those concerns.

Staff will also 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.

### **3.1 Early help cases**

Staff will identify children who need extra help at an early stage and provide help and support in order to prevent concerns from escalating. In particular, staff will be aware of the needs of the following groups of children whose circumstances may mean they will require early help:

- children with disabilities and additional needs, including those with special educational needs
  - young carers
  - children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime;
  - children who frequently go missing from home, school or care;
  - children who are misusing drugs or alcohol;
  - children at risk of exploitation through modern slavery and trafficking;
  - children whose home circumstances are negatively affected by adult substance misuse or mental ill health or domestic abuse;
  - children who have returned home from care;
  - children who show early signs of abuse or neglect;
  - children at risk of radicalisation;
  - privately fostered children.
- Where the child's extra needs require services, consideration will be given to what early help support can be offered a child by Robson House.
  - If the child requires an early help service from another agency, we will make a referral to the Early Help service (via the Child and Family Contact team) for appropriate help and support. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.
  - Where the child is receiving an Early Help service, we will work as part of the Team around the Child and take up the role of lead professional where this is appropriate.
  - Early help provision should be monitored and reviewed to ensure outcomes for the child are improving. If staff believe that this is not the

case, consideration should be given making a referral for a statutory social work service.

### **3.2 Referral for a statutory social work service**

Where there are concerns about a child's welfare, staff will act immediately by seeking the advice of the designated safeguarding lead or their deputy are most likely to have the most complete safeguarding overview. Following consultation the designated safeguarding lead should decide on whether to make a referral to CSSW via the Contact Service.

Where the referral raises concerns that the child is at risk of significant harm, the case will be passed on to Camden's MASH team to gather relevant information from other agencies.

The Contact Service will inform Robson House within 1 working day of the outcome of any referral and what action CSSW will be taking. This may include any of the following:

- Carrying out a child and family assessment to identify the child's needs and establish if the child is 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.
- Convening a **strategy meeting under child protection** procedures as set out in section 4 for any child where there are concerns about significant harm and/or taking any immediate action in order to protect the child.
- Providing services for the child and their family in the meantime whilst work is on-going (including details of services).

## **4 Child Protection procedures**

### **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 2018*)  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- What to do if you're worried a child is being abused (*DfE2015*)

- The London Safeguarding Children Board child protection procedures  
[London Safeguarding Children Board: Child Protection Procedures](#)
- Keeping children safe in education (*DFE 20190*)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/707761/Keeping Children Safe in Education-September 2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707761/Keeping_Children_Safe_in_Education-September_2018.pdf)

In line with these policies and procedures, we will:

- identify 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

#### **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 safeguarding 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. Where required, advice on thresholds and indicators of harm can be obtained from the MASH social worker on a no-names basis.
- 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 staff should discuss the matter with a member of the senior management team and take advice from the Child and Family Contact team social worker. 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 should be sought prior to the referral being made but a referral can be made if parents refuse consent where there are safeguarding concerns about the child and referral is a proportionate response to these concerns. Consent should not be sought if this would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay.

- 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 lead 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 then will 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 unless there are safeguarding concerns that need to be shared with CSSW and parents refuse consent or seeking consent would place the child at further risk.

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- 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 lead 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 to do so and do not pose any kind of risk.

Robson House staff will follow the *Keeping children safe in education* guidance (DfE 2019).

- Robson House will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles and governors in accordance with statutory requirements.
- 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 5.3).
- 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 practice 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.
- Checks will be taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.

- 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 or any certificates obtained 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 TRA 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 TRA 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 References**

Applicants will be asked to provide a full employment history and details of at least 2 referees, including previous and recent employers, and who should be a senior member of staff with the authority to provide references. References from colleagues will not be acceptable.

- All references will be taken up prior to interview and will be requested directly from the referee, including references for internal candidates. Referees will be contacted to resolve any issues that emerge from the references provided.
- References will be taken up from current employers only; if the applicant is not currently employed, verification of will be sought from their previous school/college as to the dates the applicant was employed and the reasons for leaving the post.
- Any information provided by applicants as part of an application process will be verified with independent sources and any reference received electronically will be checked to verify the originating source.

### **5.4 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

## **5.5 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 will carry out a risk assessment to 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 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 children.
- 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.

## **5.6 Management Committee Members**

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

The school will also take out a check with the Teaching Regulation Agency Teacher Services system to establish whether any individual seeking to become a Management Committee member has been disqualified and therefore unable to do so.

### **5.7 Alternative education provision**

Whenever the school places a pupil with an alternative education provider, the school will obtain written confirmation of the provider's safeguarding and child protection policies and ensure that appropriate safeguarding checks on individuals working at the establishment have been carried out.

## **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 My Concern that they have received and read all relevant staff policies;  
Safeguarding and child protection policy and procedures  
Behaviour policy  
Staff code of conduct  
Children missing from education policy
- 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).

<https://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-settings/>

Robson House staff are expected to follow Robson House’s Online Safety 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**

Robson House has put in place a behaviour management policy in line with government guidance and any use of physical intervention and restraint will be linked to the implementation of the school behaviour policy.

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

Guidance from the Department of Education provides schools with the powers to intervene in a variety of ways in order to manage behaviour within and outside the school. Details of these may be found at:

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

##### **Camden's policy on physical intervention and restraint**

Physical intervention and restraint on children should only be used as a last resort, normally when de-escalation strategies have failed, and when there is a clear risk of serious harm to the pupil or others or serious damage to property.

Decisions on when to use physical intervention is a matter of professional judgement, and any intervention or restraint should be proportionate,

reasonable and necessary to the perceived risk and should continue only for as long as the risk remains. Should such an intervention be required the staff record the details in the bound and numbered book, including any injury, the child's views where possible, and may contact the parent/carer on the same day to explain the circumstances involved.

Use of physical intervention and restraint for vulnerable children with learning and other disabilities, autism and mental health difficulties is carefully monitored as these children are more susceptible to experience physical intervention due to their circumstances. Staff at Robson House are all Team Teach trained and have regard for the Department of Education guidance on reducing use of restraint available at:

<https://www.gov.uk/government/publications/reducing-the-need-for-restraint-and-restrictive-intervention>

## 6.5 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, including a member of staff who is not directly employed by Robson House such as a supply teacher, the school will follow Camden's "*Guidance for the management of an allegation against a member of staff*".

<https://cscp.org.uk/professionals/schools-and-nurseries-safeguarding-policies/>

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.

## **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 Executive Head Teacher 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
- Relationships with children/positions of power and trust for the purposes of the Sexual Offences Act 2003

## **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 children 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.

<b>Additional procedures</b>
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<b>Risk Assessments</b>
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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 6050)
  - 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 children.
- 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.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

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. The school will also ensure that the details of at least two people who can be contacted in an emergency in the event that the child is uncollected.

Parents will also be asked to inform schools where children are subject to court orders that limit contact with a named individual or when information about the child should not be divulged because it may pose a risk to the child.

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 Pupil Attendance 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. Parents should be asked to provide contact details for at least 2 or more people who can be contacted in the event that a child does not attend school. Schools should refer to Camden's "Children missing from education" policy and the CSCP 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 Peer on peer abuse

Robson House ensures that all staff are aware of peer on peer abuse and know what action to take when a pupil's behaviour is likely to cause harm to other children. This may be through:

- bullying and cyberbullying
- physical violence
- sexual violence and sexual harassment
- upskirting
- sexting
- initiation rites (hazing).

Where appropriate, the school/college will refer the perpetrator and the victim to the Child and Family Contact team under the *Peer on peer abuse* protocol available at: <https://cscp.org.uk/resources/peer-on-peer-abuse/>

Where the harm is attributable to sexually abusive behaviour or sexual harassment, the school will follow the CSCP Harmful sexual behaviour; further details can be found in section 9.4 below.

*Upskirting is defined as taking a picture under a person's clothing without them knowing with the intention of viewing their genitals or buttocks to obtain*

*sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence under the Sexual Offences Act 2003.*

## **9.4 Harmful sexual behaviour, sexual violence and harassment**

### **Policy**

- Robson House recognises that sexual violence and sexual harassment between children is a serious safeguarding issue and such behaviour will not be tolerated. Our behaviour management and anti-bullying policies reflect our approach and staff and children will be made aware of the standard of expected behaviour and the likely responses to any incidents of sexual violence and harassment.
- Robson House will follow the statutory guidance *Sexual violence and sexual harassment between children* and will work with relevant agencies to safeguard and support victims, take appropriate action against alleged perpetrators and ensure a safe learning environment for all children.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719902/Sexual\\_violence\\_and\\_sexual\\_harassment\\_between\\_children\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf)
- Robson House will take all necessary steps to put in place a planned PHSE curriculum to convey our policy for preventing harmful sexual behaviour and to promote respectful behaviour between children with regards to sexual conduct.
- We will promote an environment where victims feel empowered to raise concerns and report incidents. Any reports of sexual violence or harassment will be taken seriously and thoroughly investigated by the school and appropriate referrals made to the police and CSSW.
- We will ensure that staff and governors receive relevant training to help them ensure an effective response to incidents that protects individual victims and safeguards the welfare of all children and staff.
- Robson House will ensure staff are able to provide appropriate support to victims and alleged perpetrators that meets their needs and continues to promote their education.

## Procedures

- Robson House will ensure there is a robust response to all incidents and will follow the procedures set out in Part 5 of the *Keeping children safe in education* statutory guidance.
- Reported incidents will be investigated by the member of staff to whom the young person discloses in partnership with the designated safeguarding lead, who will also carry out a risk assessment to look at any continued risk to the victim or other children and staff from the alleged perpetrator within the school environment.
- Where the allegation involves material posted online, we will request that the electronic device is handed over as part of the investigation and will use legal powers to search and confiscate property as set out in the statutory guidance *Searching, screening and confiscation advice for schools*.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)
- The member of staff and designated safeguarding lead will write up a record of the investigation that will set out how the school will respond to the incident.
- Decisions on responses will be based on the harmful sexual behaviour risk assessment and thresholds set out in the CSCP *Harmful sexual behaviour protocol*. The designated safeguarding lead may take advice from MASH social workers before making a decision. Possible outcomes include referral to Early Help Services, CSSW or the police, or managing the matter internally under school behaviour policies.
- Where a referral will be made to CSSW or the police under the protocol, the designated safeguarding lead will discuss the issue with the relevant agency and following this discussion a decision will be made on whether and how to inform the alleged perpetrator and their parents.
- Robson House will take any necessary action to continue to safeguard the victim and other children within the school environment based on the level of risk established from the risk assessment, including decisions about the victim and alleged perpetrator sharing classrooms. These decisions will be reviewed in the light of on-going police and CSSW investigations to take account of any changes in the status of

investigations and any bail conditions placed on the alleged perpetrator.

- Where necessary and appropriate, we will consider the support needs of the alleged perpetrator and will make referrals to relevant agencies for support on their behalf under the *Harmful sexual behaviour* protocol. <https://cscp.org.uk/resources/sexual-harmful-behaviours/>

Sexual violence is defined as any act which is an offence under the Sexual Offences Act 2003, including rape, assault by penetration or sexual assault without the consent of the victim.

Sexual harassment is defined as unwanted sexual conduct likely to violate the victim's dignity and/or make them feel intimidated, degraded or humiliated or create a hostile, offensive or sexualised environment. This includes making sexual comments or jokes, physical contact such as touching or interfering with clothing or displaying sexual images. It also includes online harassment.

When dealing with incidents, the school/college should ensure that the written report of the incident contains objective facts and sets out clearly the next steps to be taken, with the views of the victim clearly recorded.

Robson House staff are aware of their equality duty as victims of sexual violence and harassment are more likely to be female but should follow the same procedures and ensure the same level of response for incidents involving male children or incidents where victim and perpetrator are the same sex.

Cases may be managed internally by Robson House under without referral to other agencies where the incident involves low-level concerns and is a "one-off" occurrence where there is no further risk to the victim or other children

Staff give careful thought to the day to day management of risk and support for the victim, taking into account the victim's views when considering practical issues such as separating the victim and perpetrator. However schools/colleges must be able to justify any measures taken and that they do not interfere with the educational opportunities of either party.

We ensure that staff and governors are able to take up training and support offered by Camden Learning around relationships and peer on peer abuse and how these messages should be delivered within the PSHE curriculum. Sexual violence and harassment will also be addressed in general, whole-school safeguarding training delivered by the CSCP, with designated safeguarding leads receiving more intense training in view of their role.

## 9.5 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 CSCP guidance "Safeguarding children and young people from radicalisation and extremism" available at <https://cscp.org.uk/wp-content/uploads/2019/06/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 under the Prevent Duty 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](mailto:Mark.P.Fowler@met.pnn.police.uk) or call 0208 733 6014) and Camden's Prevent co-ordinator (*Albert Simango*, [albert.simango@camden.gov.uk](mailto:albert.simango@camden.gov.uk) or call 020 7974 2010) or the Prevent Education Officer (Jane Murphy, [jane.murphy@camden.gov.uk](mailto:jane.murphy@camden.gov.uk) or call 020 7974 1008).

## **9.6 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 child 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 CSCP guidance available at <https://cscp.org.uk/wp-content/uploads/2019/06/FGM-mandatory-reporting-guide.pdf>

All concerns around FGM, including any disclosure made by a child will be discussed with the DSL before any action is taken.

## 9.7 Online safety

As part of its duty to provide a safe learning environment and ensure children are taught how to remain safe online, Robson House will implement the recommendations of Camden's model schools e-safety policy available at: <https://cscp.org.uk/professionals/schools-and-nurseries-safeguarding-policies/>

Other relevant policies

See Robson House online safety policy

## 9.8 Looked after and previously looked after children and care leavers

Robson House recognises that looked after and previously looked after children and care leavers are particularly vulnerable due to their status and their pre-care experiences.

Our designated teacher for LAC and care leavers has specialist knowledge of the issues faced by this cohort and is also one of the joint designated safeguarding leads.

Our designated teacher for LAC and care leavers is aware of the new duty to promote the education of previously looked after children; these are defined as children who have left the care system as a result of adoption or special guardianship order. It is recognised that these children may face the same difficulties and have the same vulnerabilities as looked after children.

## 9.9 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. They may also have difficulty in reporting harm and abuse due to communication difficulties and professionals may miss vital indicators.

School policies reflect this and recognise that staff need to be able to support the children to overcome barriers to seeking help. We will follow the CSCP guidance *Safeguarding children with disabilities*.

<https://cscp.org.uk/wp-content/uploads/2019/06/Safeguarding-children-and-young-people-with-disabilities-guidance.pdf>

### Additional procedures

See Robson House SEND policy

## 9.10 Extra-familial harm and exploitation

Staff are aware of the risk to children and young people from extra-familial harm and staff will be vigilant to the indicators of extra-familial harm in relation to children at all times.

Whenever staff are made aware of any safeguarding incident or concerning behaviour that has taken place out of the home and that has put a pupil at risk, staff will discuss the matter with the designated safeguarding lead and consider the level and nature of the risk before making decisions on referrals.

*Young people experience physical, cognitive and emotional changes during adolescence and will grow more independent, spending more time away from home. They may pursue risky behaviours and as a result, they may face heightened risk from safeguarding threats outside of the home.*

*These threats may be from within the community, from other pupils at school or from their own peer group rather than from within the family and there may be no concerns about parenting other than concerns about supervision.*

*Sources of harm and exploitation can include:*

- *child sexual exploitation*
- *child criminal exploitation including county lines*
- *modern slavery and trafficking*
- *gang activity and youth violence*
- *radicalisation.*

*Exploitation is a form of abuse involving an imbalance of power within a relationship that allows one party to use this power to manipulate another to carry out an act. The victim may believe that they are acting on their own accord but in fact their consent has been obtained through deception, duress or force and threats of violence.*

*Factors such as substance misuse and periods of going missing from home or school can also add to young people's vulnerability to extra-familial harm and are often indications that exploitation may be taking place.*

The school will adhere to the following policies whenever there are concerns that young people are at risk from extra-familial harm:

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

<https://cscp.org.uk/wp-content/uploads/2019/06/CSCB-multi-agency-guidance-on-child-sexual-exploitation.pdf>

## **County lines and criminal exploitation**

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

*Criminal exploitation occurs where a person or a group of people takes advantage of their contact with and influence over a young person to coerce or manipulate them into carrying out a criminal act. Examples of criminal exploitation are:*

- *county lines*
- *benefit fraud*
- *forced theft*
- *forced begging*
- *cannabis cultivation*
- *money mule (where the young person's bank account is used by others for money laundering).*

*County lines is the most common form of criminal exploitation in Camden and describes when gangs and organised crime groups exploit young people to transport and sell drugs, sometimes across county boundaries but also locally and within the borough. The young people have dedicated mobile phone 'lines' for taking orders for drugs and are used as they are less likely to be stopped by police, allowing adult dealers to avoid the risk of arrest. Indicators include unexplained money, having several mobile phones, frequent calls, being in trouble with the police for possession of drugs, being found in an area to which they have no connection.*

## **Modern slavery and trafficked children**

<https://cscp.org.uk/resources/child-trafficking-and-modern-slavery/>

*The CSCP 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. This includes young people who are criminally exploited under the county lines model.*

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

*Staff are aware of the indicators that a young person may be involved in violent crime or may be being criminally exploited and as such at risk from becoming a victim of violence. Indicators include absenteeism, changes in friendship groups, declining academic performance, changes in emotional welfare and signs of physical assault.*

*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.*

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

<https://cscp.org.uk/resources/missing-children-from-home-and-care/>

*Staff are also aware that many of these forms of risk and exploitation are linked and that going missing from home or from education can be an indicator that young people are involved in child sexual exploitation, gang activity, modern slavery, criminal exploitation and trafficking.*

## **9.11 Children and young people experiencing mental health issues**

Robson House recognises that some children may experience mental health issues that can negatively affect their behaviour and their ability to participate fully in education.

Staff have an understanding of trauma informed practice and its link with mental health and are able to recognise pupils who are experiencing mental health issues and help them to access the most appropriate help. Where there are safeguarding concerns arising from a pupil's mental health issues, staff will discuss concerns with the designated safeguarding lead to agree any actions to be taken.

Robson House will ensure that staff are teaching about mental wellbeing (as part of the statutory Health Education) to help reduce the stigma attached to mental and emotional problems. Staff will also ensure early identification of pupils who have mental health needs and put in place appropriate support and interventions, including specialist services, where needed.

Robson House will take account of the government guidance *Mental health and behaviour in schools*.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/755135/Mental\\_health\\_and\\_behaviour\\_in\\_schools\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf)

### **Additional procedures**

*The presence of mental and emotional issues in children and young people may indicate that they have experienced some form of trauma in their lives such as neglect, abuse, social exclusion or bereavement, requiring a joint response from mental health services and social care.*

*The CSCP is developing a multi-agency protocol on children and young people's mental health that will provide schools and colleges with guidance on recognising and responding to pupil's mental and emotional needs and when to make appropriate referrals to the relevant mental health and social care service.*

### **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](http://www.gov.uk)

Alternative provision

<https://www.gov.uk/government/publications/alternative-provision>

Anti-discrimination & harassment

Attendance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Behaviour and discipline

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies>

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

Drugs/substance misuse

[Drugs: advice for schools - Publications - GOV.UK](http://www.gov.uk)

Educational visits

Equality and diversity

Exclusion of pupils

<https://www.gov.uk/government/publications/school-exclusion>

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

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

First aid and administration of medicines

Supporting children with medical conditions

Supporting pupils at school with medical conditions - Publications - GOV.UK

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

<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

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)

Health and safety

<https://www.gov.uk/government/collections/health-and-safety-in-schools>

## **10 Safeguarding vulnerable groups**

The staff are aware that some children may be living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes and who may need help or intervention from Early Help Services, CSSW or other agencies in order to overcome problems or keep them safe.

### **Children who have a social worker**

Robson House recognises that children who are receiving a social work service from CSSW and who are subject to child in need or child protection plans are likely to have experienced abuse, neglect and trauma and that this could have a negative effect on their behaviour and learning.

CSSW social workers will inform schools whenever a child is receiving a service and the designated safeguarding lead will keep a record of all pupils who have an allocated social worker.

Staff will work in partnership with social workers to implement the child's plan in order to support their education and safeguard and promote their welfare. A representative of the school who knows the pupil well will become part of the professional network and will share information about safeguarding risks and attend planning meetings. In their absence, a suitable colleague will deputise for the member of staff or a written report will be provided for meetings.

We will adhere to the following policies in order to respond to the needs of these vulnerable groups.

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

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

### **Domestic abuse and/or sexual violence**

<https://cscp.org.uk/wp-content/uploads/2019/06/CSCB-domestic-abuse-guidance.pdf>

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.

### **Privately fostered children**

<https://cscp.org.uk/resources/private-fostering-resources/>

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**

<https://cscp.org.uk/resources/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> <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> </ul>

	<ul style="list-style-type: none"><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 Children 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 with 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)	Position held/regulat ed activity	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/document s 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: Joint Head of School
- Carla Stooke: Social Worker

The Deputy Lead for Safeguarding at Robson House is:

- Darryl Jones: Joint Head of School

### **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 House's 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 are kept in a designated safeguarding electronic file separate to the child's education file. These records are held securely on-line.

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)

## 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 children 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 children' 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 children' 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 children, 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			
The school has agreed procedures for dealing with incidents of sexual violence and sexual harassment that are linked to the school's behaviour and anti-bullying policies			
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 school has taken steps to implement Operation Encompass and have a process for dealing with police notifications of domestic abuse incidents			
The curriculum offers opportunities for children to learn how to keep themselves safe, including online and offers children guidance on healthy relationships in line with the new statutory duty to provide relationships and sex education.			
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; efforts are made to reduce the use of physical intervention and restraint for vulnerable children.			
The school has effective policies for dealing with bullying and discrimination, including cyberbullying, sexting, upskirting 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 children feel safe to raise concerns; there is a whistleblowing policy in place and all staff and children 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 children will be taught the risks of internet use and how to keep safe online and the standards for use of technologies expected from children and staff including mobile devices; all children 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 children 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 extra-familial harm and the indicators that a pupil may be at risk from harm within the community, particularly through criminal and sexual exploitation, and know what action to take to refer the pupil on for safeguarding			
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 aware of how harm, abuse, neglect and trauma can impact on pupil's mental wellbeing and can recognise those pupils who need help with their mental health; all staff know what actions to take to signpost or refer pupils who need a mental health service.			
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 children on site, on school trips and during work experience			
Children 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 / section 128 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 Management Committee 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 for all staff subject to allegations, including supply staff			
Appropriate referrals are made to the DBS where staff cease to work at the school following investigation into allegations			