

Safeguarding and Child Protection Policy

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Part A: Core operational policies and procedures

1 Purpose of policy

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 act 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.

Robson House takes a holistic approach to safeguarding, and children's safety and welfare will be the key focus when developing policies so that Robson House environment and culture is one where:

- pupils know how to raise concerns, feel safe to raise concerns and are confident that their concerns will be taken seriously;
- staff are equipped to deal sensitively and effectively with concerns and disclosures;
- inclusive and anti-discriminatory behaviour is an expectation for staff and pupils;
- all forms of bullying, harassment and discrimination, or inappropriate, sexualised or offensive language and behaviour are not tolerated;
- the wishes and feelings of pupils are taken into account at all times.

2 Linked policies

The following policies make up Robson House's safeguarding and child protection responses and contribute to a safe learning environment:

- Safer recruitment and staff conduct policy for schools and colleges
- CSCP guidance for schools on dealing with allegations against staff and volunteers
- Online safety model policy for schools and colleges
- Model social media policy for schools
- Child on child abuse protocol
- Harmful sexual behaviour protocol
- Children missing or absent from school policy

3 Roles and responsibilities

3.1 Camden Council

Children's Safeguarding and Family Help (CSFH), which includes Early Help services, and Camden Learning will support the school/college to safeguard and promote the welfare of pupils 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 the school/college with advice, support and guidance, model policies and procedures, training and dedicated lead officers with responsibility for child protection, safeguarding and online 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.

3.2 The Management Committee (the governing body)

The Management Committee will ensure that Robson House meets its statutory duties with regard to safeguarding and protecting pupils and that processes are in place to enable staff to understand the nature of safeguarding children in education and their role and responsibilities in doing so.

This includes Robson House's legal duties under the Human Rights Act 1998, the Equality Act 2010 and the Public Sector Equality Duty

In particular, the Management Committee will ensure the following:

- Robson House has the following policies in place and that these are regularly monitored, reviewed and updated where necessary;
 - Safeguarding and child protection policies and procedures that are consistent with Camden Safeguarding Children Board procedures and Camden's internal policies, early help, online safety, extra-familial harm and child on child abuse
 - A staff code of conduct policy that covers staff/pupil relationships, dealing with low level concerns and allegations,

- whistleblowing, communications and staff use of social media.
 - A behaviour policy that includes measures for bullying and harassment, including prejudice based and discriminatory bullying.
 - A procedure for responding to incidents where children go missing or are absent 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 pupils 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 Member of the Management Committee (The Chair) who has responsibility for liaising with Camden 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 as 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 Robson House and there are robust whistleblowing procedures in place.
- Steps are taken to ensure parents and pupils are aware of Robson House's safeguarding and child protection policies and procedures.
- Members of the Management Committee 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 safer 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.
- All staff receive safeguarding and child protection training at least every

2 years and receive regular updates from the designated safeguarding lead to ensure they remain up to date with new legislation.

- All Members of the Management Committee receive safeguarding and child protection training needed to help them effectively scrutinise our safeguarding and child protection policies so that they can ensure policies are fit for purpose.
- Robson House has procedures in place to deal with allegations made against other pupils.
- Children's wishes and feelings are considered when deciding on what action to take or services to provide to protect individual children and there is a robust system in place for gaining feedback from pupils.

3.3 The Executive Head and Head of School

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

- All staff are aware of their role and responsibilities for safeguarding under Part 1 of the guidance [Keeping children safe in education 2024: part one](#)
- Staff are inducted thoroughly in line with section 5.1 of the Safer recruitment and staff conduct policy for schools and colleges. Schools-safer-recruitment-policy-2024.pdf (cscp.org.uk) All staff have access to *My Concern*: the online safeguarding reporting 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 safeguarding and child protection concerns and can make appropriate referrals to CSFH.
- 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.
- Safer recruitment practice is followed when recruiting to posts and appropriate action is taken whenever an allegation is made against a member of staff in line with the Robson House Safer recruitment and staff conduct policy.
- Low-level concerns about staff conduct are monitored and responded to appropriately in line with our Safer recruitment and staff conduct policy.
- Robson House offers a safe environment for staff and pupils 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.

3.4 Role of the designated safeguarding lead

The role of the designated safeguarding leads and deputy is to take lead responsibility for safeguarding and child protection within Robson House and to be available during school hours for staff to discuss safeguarding concerns. They monitor all updates on the school's electronic safeguarding system, My Concern, and respond to the updates as necessary.

The designated safeguarding leads and deputy will:

- liaise with and manage referrals to relevant agencies such as CSFH, the LADO, the Channel Panel, the Police and the Disclosure and Barring Service (DBS) including keeping records of decisions made and the rationale for them;
- keep the Head of School, senior leadership team 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 and support them through the referral process;
- ensure the Robson House's safeguarding and child protection policies are up to date and consistent with Camden's Safeguarding Children Partnership policies and that policies are reviewed annually;
- ensure all staff, including temporary staff, are aware of and understand policies and procedures and are able to implement them through robust induction processes;
- attend regular training, including Prevent awareness training, and the designated teachers' meetings hosted by Camden in order to keep up to date with new policy, emerging issues and local early help, safeguarding and child protection procedures and working practices;
- provide regular updates received from Camden to all staff members and members of the Management Committee on any changes in safeguarding or child protection legislation (updated information will be provided by Camden at the designated teachers meeting and safeguarding trainers via 6 weekly bulletins; 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 how children at Robson House are more vulnerable to poor educational outcomes due to safeguarding issues, mental health needs, and other special educational needs;
- liaise with the SENDCO when considering any safeguarding action;
 - liaise with the school's CAMHS team as appropriate where safeguarding concerns are linked to mental health issues, including

- self-harm and suicidal ideation;
- raise awareness with staff on how children's vulnerabilities and exposure to safeguarding issues such as neglect, abuse and trauma can negatively influence their educational attainment and behaviour and how staff can work to meet these challenges and improve outcomes;
 - liaise with the Camden Virtual School Head in order to meet the educational needs of children known to CSFH;
 - liaise with the designated teacher for looked after children whenever there are safeguarding concerns relating to a looked after child or previously looked after child;
 - oversee child protection systems within Robson House, including the management of records, ensuring confidentiality, standards of recording, and referral processes;
 - provide a link between Robson House and other agencies, particularly CSFH and the Camden Safeguarding Children Partnership;
 - ensure staff, including temporary staff, receive appropriate safeguarding and child protection training every 2 years, including online safety training, identifying the early signs of child-on-child abuse and sexual violence and sexual harassment;
 - ensure parents are fully aware of Robson House policies and procedures and that they are kept informed and involved;
 - encourage a culture where children are listened to, their views considered and where they are encouraged to participate in keeping themselves safe;
 - ensure relevant records are passed on appropriately when children transfer to other schools and where appropriate, share relevant information with schools or colleges to enable continued support the child on transfer.

3.5 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 pupils.

Robson House will:

- make parents aware of Robson House's statutory role in safeguarding and promoting the welfare of pupils, including the duty to refer pupils on where necessary, by making all school/college policies available on Robson House website or on request;
- provide opportunities for parents and carers to discuss any

- problems with relevant staff;
- consult with and involve parents and carers in the development of school/college policies to ensure their views are considered;
 - ensure a robust complaints system is in place to deal with issues raised by parents and carers;
 - provide advice and signpost parents and carers to other services and resources where pupils 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.

3.6 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 Camden Safeguarding Children Partnership (CSCP) safeguarding arrangements, Robson House 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.

Members of the Management Committee, school managers and the senior leadership team will ensure these safeguarding arrangements are followed and that Robson House 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: [Camden Safeguarding Children Partnership – CSCP – New Safeguarding Arrangements](#)

3.7 Contacting the police

In the event that a criminal offence takes place on Robson House's premises or police assistance is needed to deal with incidents, Robson House will follow the guidance set out in the NSPCC guidance *When to call the police*. [when-to-call-the-police--guidance-for-schools-and-colleges.pdf \(npcc.police.uk\)](#)

3.8 Operation Encompass

Robson House will take relevant action on receipt of all police

notifications of children who have been involved in domestic abuse incidents via Operation Encompass.

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 designated safeguarding leads at Robson House. This will be done as early as possible in the morning and allow us to support the child. This allows for rapid provision of support within Robson House and means that children are better safeguarded against the effects of domestic abuse.

We share details of the notification with as few staff members as possible in order to keep the information confidential, and decide on the most appropriate staff members to be informed.

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

We do make a referral to CSFH following a notification as the police will have already referred the case to the MASH.

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

4 Safeguarding children

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

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

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 lead for advice and to discuss

the case prior to making any referral for services. See [Thresholds-and-assessment-guidance2024.pdf](#)

All referrals for a children's social care service will be made by way of an e-CAF referral to Camden's Children and Families 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 coordinated response from agencies to support families and meet the child's needs.

4.1 Early help cases

Staff will identify children who need extra help at an early stage and provide help and support to prevent concerns from escalating. 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
- children with mental health needs
- young carers
- children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime or county lines;
- 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;
- children at risk from honour-based abuse i.e.: FGM, forced marriage
- children who have a parent in prison or who are affected

- by parental offending;
- privately fostered children;
- children who are persistently absent from school including for part of the school day.

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, Robson House we will consult with the Early Help service (via the Child and Family Contact team) to discuss appropriate help and support. The family team at Robson House will often be the Early Help 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, Robson House will work as part of the Team around the Family and take up the role of lead professional where this is appropriate.

Early help provision will be monitored and reviewed to ensure outcomes for the child are improving. If Robson House believes that this is not the case, consideration should be given making a referral for a statutory social work service.

4.2 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 as they 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 CSFH 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 CSFH 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 5 for any child where there are concerns about significant harm and/or taking any immediate action to protect the child.
- Providing services for the child and their family in the meantime whilst work is on-going (including details of services).

5 Child protection procedures

5.1 The Role of Robson House

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

- Working together to safeguard children (*DfE 2023*)
[Working together to safeguard children - GOV.UK](#)
- What to do if you're worried a child is being abused (*DfE2015*)
[Stat guidance template](#)
- The London Safeguarding Children Board procedures
[London Safeguarding Children Procedures](#)
- Keeping children safe in education (*DFE 2024*)
[Keeping children safe in education 2024](#)

In line with these policies and procedures, Robson House will:

- Identify those pupils where there are child protection concerns and make a referral to CSFH
- Attend child protection case conferences in order to effectively share information about risk and harm.
- Contribute to the development and monitoring of child protection plans as a member of the core group.
- Carry out the school's role in implementing the child protection plan and continually monitoring the child's wellbeing and liaising with the allocated social worker as required.

5.2 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 pupil 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 pupil may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with one of the designated safeguarding leads or the 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”.

5.3 Dealing with disclosures

Staff will bear in mind that children may not find it easy to disclose abuse and may need time before they feel ready to do so; in some cases, for example child exploitation, they may not recognise that what they are experiencing is abusive. Disclosure is more likely where there is a trusting relationship with the staff member and the pupil feels safe to share information.

Where staff have reason to believe a pupil is at risk of harm but there is no disclosure, they persevere, giving the pupil time and space to disclose when they feel comfortable to do so. Any concerns will be shared with the designated safeguarding lead(s) so that advice and support can be offered on how to support the pupil to engage. Consideration will also be given to addressing any communications difficulties that may be a barrier to disclosure.

If a pupil discloses to a member of staff that 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 keep, or promise confidentiality, as a referral may have to be made to CSFH; · 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.

5.4 Referral

- Where possible, a decision on whether or not to refer a pupil to CSFH will be made by the designated safeguarding leads or their deputy following a discussion with the member of staff who has raised concerns. However, this will not delay any referral and any member of staff may make a referral if this is necessary but staff will discuss the matter with a member of the senior management team and take advice from the Children and Families Contact team social worker. The designated safeguarding lead will be informed as soon as possible.
- Referrals will be in writing using an e-CAF referral completed either by the teacher raising concerns or by one of the designated safeguarding leads. 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 the Contact team social worker to obtain advice on how to proceed.
- Parental consent will usually 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 will 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 CSFH social worker, the referral will be made directly to them. If the child is not already known to CSFH, referrals should be made to the 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 Children and Families Contact team manager within 24 hours and the referrer informed of what action will be taken.
- If Robson House does not think the child’s situation is improving within a reasonable timescale following referral, this will be taken up with CSFH/Early help services via the designated safeguarding lead.

5.5 Attendance at case conferences and core groups

- The designated safeguarding lead will liaise with CSFH to ensure

that all relevant information held by Robson House is provided to CSFH 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 mentor will be nominated to attend
 - failing that, the designated safeguarding lead or their deputy will attend
 - if no-one from Robson House can attend, the designated safeguarding lead will ensure that a report is made available to the conference or meeting.

5.6 Monitoring

Where a pupil 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 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 lead will notify the allocated social worker if the child is removed from the school roll, excluded for any period of time or goes missing.

5.7 Records

- Child protection records relating to pupils are highly confidential and are kept in a secure online safeguarding system with only the team around each child having access to them.
- 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 and that recording is of a high standard.

- All information will 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:
 - o what the concerns were;
 - o what action was taken to refer on concerns or manage risk within Robson House;
 - o whether any follow-up action was taken;
 - o how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse will be fully recorded with dates, times and locations. Records will also include a note of what action was taken.
- The Robson House online safeguarding information system (My Concern) will be completed;
 - o whenever concerns arise or there is a serious incident **or**
 - o where a child is being monitored, prior to a case conference or core group meeting.
- Child protection files will be accessed and information shared by members of staff on a “need to know” basis only.
- Where a child who is subject to a child protection plan transfers to another school, the designated safeguarding lead is responsible for ensuring that copies of all relevant records are passed to the designated safeguarding lead at the new school within 5 days.
- The designated safeguarding lead may also consider contacting the new school to share relevant information in order to ensure the child receives the support they need as soon as they transfer.
- Child protection records will only be kept until the pupil leaves Robson House.

5.8 Confidentiality and information sharing

- All information obtained by Robson House staff about a pupil will be kept confidential and will only be shared with other professionals and agencies with the family's consent unless there are safeguarding concerns that need to be shared with CSFH and parents refuse consent or seeking consent would place the child at further risk.
- 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, schools and colleges have a legal duty to share this information with CSFH and make appropriate referrals. Equally, where a child is subject to a child protection investigation, schools and colleges must share any information about the child requested by CSFH.
- Robson House has a lawful basis for sharing information without parental consent where there are safeguarding risks. Parental consent to making a referral should be sought but if withheld, the referral must still be made and parents should be made aware of this.
- Parents and carers will be informed of any referral unless this would cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to safeguard the child.
- Only relevant information will 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 2: 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.

6 Additional Safeguarding and Child Protection measures

6.1 Children of Reception Year age

At Robson House, the youngest children we admit are five years old. As a provider delivering the Early Years Foundation Stage (EYFS), the school aims to meet the specific safeguarding and child protection duties set out in the Childcare Act 2006 and related statutory guidance.

[Statutory framework for the early year's foundation stage \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

The school will ensure that children of Reception Year age are able to learn and develop and are kept safe and healthy so that they are ready for moving on to older classes by providing a safe, secure learning environment that safeguards and promotes their welfare, and takes appropriate action where there are child protection concerns.

6.2 Additional Safeguarding and Child Protection measures

All safeguarding and child protection policies listed in sections 4 and 5 of this policy will apply equally to all children. In addition, the school has the following child protection policies:

- A policy on the use of mobile phones and cameras within the school, which specifies that:
 - parents and carers are asked to switch off mobile phones if they are coming into the school and leave the school if they need to use their mobile;
 - parents are generally prohibited from taking any photographs of children. For special events such as school performances, they may be permitted to do so under the supervision of staff and on the understanding that the images are not posted onto social media sites or otherwise shared;
 - staff seek parental permission to take photographs of the children, which must be linked to teaching the curriculum and that they use school equipment only for this purpose;
 - staff do not have personal mobile phones out in the school and use them only during breaks in areas where no children are present.

- 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 Robson House.

6.3 Suitable people

Robson House recognises safer recruitment practices are an essential part of creating a safe environment for children. Robson House will follow its

policies on *Safer recruitment and staff conduct* to ensure that staff and volunteers who are recruited to work in Robson House are carefully selected and vetted to ensure they are suitable to work with children, have the relevant qualifications, are not disqualified from working in childcare settings, and do not pose any kind of risk.

Robson House staff will follow the *Keeping children safe in education guidance* (DfE 2024) and our Safer recruitment and staff conduct policy. All staff will read and receive training on both these documents.

This policy will apply equally to staff and volunteers in Robson House, and Robson House will ensure that they receive proper training and induction so that they are aware of their role and 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 in the school, Robson House will follow the Camden policy "*Guidance for schools on dealing with allegations against a member of staff*".
[Introduction \(cscp.org.uk\)](https://www.cscp.org.uk)

Where staff are taking medication that may affect their ability to care for young children, this will be notified to the Head of School.

6.4 Staff training, skills and supervision

Robson House will ensure that:

- all staff in Robson House have the relevant qualifications and skills for their role and receive the relevant induction, child protection and safeguarding training in line with this policy;
- all policies set out in the *Safer recruitment and staff conduct policy for schools and colleges* will apply equally to all staff;
- all staff receive supervision that helps them to effectively safeguard children by providing opportunities to discuss issues and concerns and decide on what action to take;
- all staff are able to communicate effectively in English both orally and in writing;
- a member of staff who holds a current paediatric first aid certificate is available on Robson House premises at all times and accompanies children on school trips;

6.5 Staff ratios

Robson House will ensure that:

- staff levels within the school are sufficient to meet the needs of the

children, provide suitable levels of supervision and keep them safe;

- parents are kept informed of staff members and numbers;
- children are kept within staff sight and hearing at all times unless staff are confident that they can safely be out of sight or hearing

6.6 Health

Robson House will:

- promote the health of children attending the school
- take necessary steps to stop the spread of infection
- administer medicines only in line with Robson House's policy
- take appropriate action where children are ill
- ensure any meals provided are nutritious and prepared in a hygienic manner
- notify Ofsted of any serious accident, illness or death of any child whilst attending the early years setting within 14 days.

6.7 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 will be encouraged to carry out self-care tasks for themselves where appropriate, but where adult intervention is needed, the following will be observed:

- When taking a child to the toilet, staff will make colleagues aware of the task to be undertaken and explain to the child what will happen.
- Parents and 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.

6.8 Health and safety and suitability of premises

Robson House will ensure that all indoor and outdoor spaces and facilities used are safe and fit for purpose and comply with school policies and standards for site safety and health and safety. Additionally, Robson

House will ensure that all potential hazards within Robson House and during school trips are regularly risk assessed.

Robson House has specific policies for ensuring that records of parents' details, and contact numbers for emergencies are kept up to date and 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 policies for dealing with uncollected children.

Smoking and vaping will not be permitted on Robson House premises when children are present.

6.9 Managing behaviour

Robson House will take all reasonable steps to ensure that behaviour management techniques are appropriate to the child's age and that corporal punishment is not used or threatened. However, staff will be permitted to use appropriate physical intervention in line with Camden's [Physical-intervention-and-restraint-policy-2024.pdf](#). Our approach to the use of physical intervention is also set out in our Behaviour Policy.

Each child at Robson House has their own Positive Handling Plan (PHP) which sets out specific approaches to managing unsafe behaviour and to the use of physical intervention. 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.

6.10 Records and information sharing

Robson House will ensure it keeps accurate records about the child, which will be lawfully shared with others for the purposes of safeguarding children as set out in section 5.8 of this policy.

7 Health and safety and risk assessments

7.1 Responsibility for health and safety

The Management Committee and Head of School will ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of pupils and staff within Robson House environment.

Any health and safety policy adapted by Robson House will be based on the government guidance (link below) and will seek to balance risk avoidance against providing pupils with opportunities to take part in

activities that help them learn to manage risk themselves.

See: assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/484754/DfE_health_and_safety_advice_Dec_15.pdf

Day-to-day responsibility for health and safety issues in Robson House are delegated by the Management Committee to a member of staff who is competent to carry out these duties and who has received the appropriate training. This is:

Name: Laurel Robin

Designation: Head of School

Tel: 020 3772 0371 /

Email: laurel.robin@camden-plss.camden.sch.uk

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 the school environment as a whole;
- for all school trips;
- for pupils travelling between locations during the school day; · for all work-based learning or work experience placements;
- when a pupil who has been excluded for risky or violent behaviour is returning to Robson House;
- whenever there are any changes to the school environment or school practices; · following any serious incident.

7.3 Working with aggressive and violent parents

Where Robson House staff are working with families who are known to CSFH and there are concerns about the behaviour of parents towards members of school staff, this must be discussed with the Head of School and the designated safeguarding lead and the information shared with CSFH.

If there are high levels of risk involved in contact with parents, CSFH may convene a risk assessment meeting with the network in order to discuss strategies to reduce risk, and Robson House will be part of this process.

7.4 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.
- In general, occasional visitors to Robson House such as parents will not be subject to DBS checks but their movement around the premises will be supervised.
- The Executive Headteacher, Head of School 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/college policies.
- The Executive Headteacher will decide whether or not contractors should be subject to DBS checks before being allowed access to the building, depending on the level of access they are likely to have to pupils.
- Contracted workers will not be allowed to approach or speak to pupils in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, the Head of School will request written confirmation that relevant checks have been carried out for that individual.
- Visiting organisations such as theatre groups who will be performing for or working directly with pupils 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 pupils.
- All visitors and contractors will be:
 - o informed to report to reception on arrival;
 - o expected to provide proof of identity;
 - o expected to wear a name-badge or carry some form of identification at all times when on Robson House premises;
 - o suitably supervised by school/college staff at all times;
 - o made aware of school/college health and safety procedures.

7.5 Use of Robson House premises by other organisations

- Robson House will only allow use of the school premises by other organisations schools outside of school hours for the purposes of providing supplemental schooling if the organisation can demonstrate it is able to keep children safe. The Management Committee or proprietor will ensure:
- The school's articles of trust or other incorporating document allows this; · the organisation provides an overview of what it intends to

teach so that the Management Committee is able to make a judgement on whether this is in line with the promotion of British values;

- The organisation can provide copies of child protection policies and procedures and Robson House accepts these as adequate;
- The organisation can provide evidence that they have followed safer 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:
 - o an internet search on the organisation
 - o checks with Camden's Community Groups and Schools Consultant (020 7974 7319)
 - o checks with Prevent Education officer (020 7974 1008)
 - o checks with Camden Community Safety and the local police (020 7974 2915)
- Details of the agreement are recorded on the partnership agreement record with clear provision for the circumstances under which the agreement can be terminated by Robson House for breach.

Organisations will be expected to meet the requirements set out in the Department of Education guidance below before Robson House will allow the premises to be used.

[After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK](#)

Any allegations arising from incidents happening when Robson House is being used by another organisation should be dealt with by Robson House under the CSCP Guidance *for schools on dealing with allegations against staff and volunteers*. [Introduction \(cscp.org.uk\)](http://cscp.org.uk)

7.6 Monitoring and review

To enable Robson House to monitor the safety of the premises and the school environment, as well as the implementation of policies, the Head of School and the Management Committee will ensure that:

- all policies are regularly monitored by the designated safeguarding lead and annually reviewed by the Head of School and Management Committee;

- Robson House keeps a central record of all accidents and incidents including what action was taken and by whom;
- staff are aware of their responsibility to record accidents and incidents;
- the Head of School has an overview of all accidents/incidents;
- serious accidents and incidents are reported to the Management Committee;
- the designated safeguarding leads ensure a high standard of recording of all concerns held about children;
- all accidents and incidents are scrutinised on a regular basis by the Management Committee to identify any problems or weaknesses around safeguarding policies and procedures or any emerging patterns, and agreeing to any course of action.

Part B: Additional safeguarding policies and

procedures B.1 Non-collection of children from school

Robson House will put in place a policy regarding handing over children to adults who are not their parent or known carer at the end of the school day. 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 Robson House in advance if this change, giving details of the person authorised to collect the child. Robson House 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 Robson House 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, Robson House will not allow the child to leave but contact the parent immediately.
- If a child is uncollected at the end of the school day, Robson House will follow the procedure agreed with CSFH:
- Robson House will check with the child to see if there are any changes to arrangements for collection and try to contact 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.
- Robson House will contact the Children and Families Contact Service to put CSFH 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, Robson House will contact the Children and Families Contact Service who will arrange for a social worker to collect the child or make arrangements for the child to be transported to the CSFH office.
- Robson House 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 safeguarding concerns, a referral should be made to CSFH.

B2: Children missing or absent from education or home educated

Robson House will ensure that we are aware of those children who are persistently absent or missing from school as this may be an indicator of welfare concerns.

Our attendance policy states clearly who needs to be notified and what action should be taken and any relevant timescales. Parents will 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. Robson House will also refer to the following policies:

- Camden's "Children missing from education" policy [Children-missing-from-education-policy-2024.pdf](#)
- CSCP missing children protocol
- Draft CSCB missing protocol (cscp.org.uk)

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

- The Pupil Attendance Service will be notified of all decisions. If the child is already known to CSFH, their allocated social worker will be notified immediately.
- If the child is not known to CSFH, but the school has concerns

about their welfare, the designated safeguarding lead will make a referral to CSFH.

B3 Child on child abuse

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

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

All incidents of child on child abuse will be dealt with under the *Child on child and sexual violence and harassment guidance for schools and colleges* available at: [Child-on-child-abuse-and-sexual-violence-guidance.pdf \(cscp.org.uk\)](https://www.cscps.org.uk/guidance.pdf)

B4 Harmful sexual behaviour, sexual violence and harassment

Robson House recognises that sexual violence and sexual harassment between pupils is a serious safeguarding issue and such behaviour will not be tolerated.

All incidents involving sexual violence or sexual harassment between pupils will be dealt with under the *Child on child and sexual violence and harassment guidance for schools and colleges* and the *Harmful sexual behaviour* protocol. [CSCP-harmful-sexual-behaviour-protocol-2022.pdf](https://www.cscps.org.uk/CSCP-harmful-sexual-behaviour-protocol-2022.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 CSFH.
- We will ensure that staff and management committee members 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.

B5 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 drawn into radicalism and to build resilience to radicalisation through the curriculum.

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

The school/college will follow government guidance and ensure appropriate training for staff and robust filtering and monitoring to IT systems to prevent online radicalisation. [The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK](#)

Robson House has a duty to identify where a child is at risk of radicalisation and seek multi-agency advice and support via a referral to Camden’s Channel Panel.

<https://www.gov.uk/government/publications/prevent-duty-guidance/revisedprevent-duty-guidance-for-england-and-wales>

Robson House will follow the guidance set out in the CSCP guidance “Safeguarding children and young people from radicalisation and extremism” where:

- The school 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 guidance is available at: [CSCP-guidance-on-radicalisation-and-extremism-2022.pdf](#)

The guidance is available at: [CSCP-guidance-on-radicalisation-and-extremism 2022.pdf](#)

We believe that 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, Robson House will discuss these concerns internally and also consider external advice and guidance where necessary and appropriate.

The designated safeguarding leads at Robson House will be consulted for internal advice on making a referral. Prior to making a referral Robson

House may also speak to and get advice from Camden's Prevent co-ordinator (Albert Simango, albert.simango@camden.gov.uk or call 020 7974 2010) or the Prevent Education Officer (Jane Murphy, jane.murphy@camden.gov.uk or call 020 7974 1008).

B6 Mandatory reporting of Female Genital Mutilation (FGM)

Robson House will follow the statutory guidance on FGM in order to safeguard girls who are at risk of FGM: [Multi-agency statutory guidance on female genital mutilation - GOV.UK](#)

Where a pupil makes a disclosure of FGM, Robson House will follow the mandatory reporting rules and make appropriate referrals to the police as set out in the CSCP guidance available at: [FGM Mandatory Reporting - procedural information nov16 FINAL.pdf](#)

All concerns around FGM, including any disclosure made by a pupil, will be discussed with the designated safeguarding lead before any action is taken.

B7 Online safety

As part of its duty to provide a safe learning environment and ensure pupils are taught how to remain safe online, Robson House will implement the recommendations of Camden's model school's online policy available at: [Introduction \(cscp.org.uk\)](#)

See also: Robson House online safety policy

B8 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.

Robson House's designated teacher for looked after children and care leavers has specialist knowledge of the issues faced by this cohort and for this reason, the designated safeguarding lead will consult with the designated teacher to seek advice whenever there are concerns about the welfare of a looked after or previously looked after child or care leaver.

Robson House is aware of the 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.

B9 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 communications difficulties and professionals may miss vital indicators.

School policies reflect these issues and recognise that staff need to be able to help this group to overcome barriers to seeking help. Robson House will follow the CSCP guidance *Safeguarding children with disabilities* available at: [Safeguarding-children-and-young-people-with-disabilities-Guidance-2023.pdf](#)

Where there are concerns about abuse involving a pupil with SEND, the designated safeguarding lead will liaise with the SENDCO. Robson House will consider extra pastoral support for pupils with SEND including extra help in supporting communication. (See also Robson House SEND policy.)

B10 Safeguarding vulnerable groups

Robson House is aware that some pupils 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, CSFH or other agencies in order to overcome problems or keep them safe.

Robson House will adhere to the following guidance in order to respond to the needs of these vulnerable groups.

Children who have a social worker

Robson House recognises that children who are receiving a social work service from CSFH 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.

CSFH 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.

Robson House and will work in partnership with social workers and the Camden Virtual school head 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.

Children at risk of forced marriage

See: Forced marriage - Detailed guidance - GOV.UK

Domestic abuse and/or sexual violence

Staff are aware of the nature of domestic abuse and recognise the harm it may cause to children who witness incidents. The CSCP guidance on domestic abuse has been shared with staff.

<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. Schools and colleges should also be aware that the definition of domestic abuse now includes victims aged 16 and 17 years old who are experiencing abuse within their own intimate relationships and that these victims should be referred to Camden Safety Net for a service in their own right.*

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*

Pupils who are lesbian, gay, bi or trans (LGBT)

The school recognises that LGBT pupils, or pupils who are perceived to be LGBT, may be more vulnerable to bullying, harassment and victimisation and may find it difficult to disclose to staff due to a lack of trust in adults. Robson House will provide safe spaces and opportunities for LGBT pupils to raise concerns and will ensure that LGBT inclusion is part of the sex and relationships curriculum.

B11 Extra-familial harm and exploitation

Robson House is 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 pupils 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/college 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. They may also be moved into the UK or around other towns and cities in the UK to facilitate their exploitation. The exploitation of the young person is a form of modern slavery and their forced movement is trafficking, both of which are criminal offences.

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.

Robson House will adhere to the CSCP guidance *Extra-familial harm and child exploitation* whenever there are concerns that young people are at risk from extra-familial harm or exploitation:

[CSCP-extra-familial-harm-and-child-exploitation-guidance.pdf](#)

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.

Young people at risk from gang activity or serious violence

Schools/colleges should be 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

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

Schools/colleges should also be 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.

B12 Children and young people experiencing mental health issues

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

Robson House is party to the multi-agency protocol on children and young people's mental health and will carry out its responsibilities under that protocol where there are concerns about a pupil's mental and emotional wellbeing. <https://cscp.org.uk/wp-content/uploads/2021/05/Interim-multi-agency-protocol-on-children-and-young-people%E2%80%99s-mental-health-2021.pdf>

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 understand 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.

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 and ensure pupils know how

to keep themselves mentally healthy and know how to seek support.

Robson House 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/att](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf)

[achment_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)

Concerns may be raised with the following CAMHS workers at Robson House:

- Paul Workman, Clinical Psychologist.
- Maria Sheen Kinsella, Child and Adolescent Psychotherapist (from May 2025)

We also have access to other members of the CAMHS whole family team.

(See also: *Robson House self-harm and suicidal ideation guidance*)

B13 Other relevant safeguarding policies

Schools can access guidance on the following policies at 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

Children missing from school

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/1268987/cme_guidance.pdf

Drugs/substance misuse

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

Educational visits

Equality and diversity

Exclusion of pupils

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

Fabricated or induced illness

https://www.londoncp.co.uk/fab_ind_ill.html

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/1508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf

Physical intervention

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/1268771/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/publications/sharing-nudes-and->

semi-nudes advice-for-education-settings-working-with-children-and-young-people

Gender-based violence/teenage relationship abuse

Trafficking

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>

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, CSFH 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	
Neglect	<ul style="list-style-type: none">- Inadequate or inappropriate clothing- Appears underweight and unwell and seems constantly hungry- Failure to thrive physically and appears tired and listless- Dirty or unhygienic appearance- Frequent unexplained absences from school- Lack of parental supervision
Physical abuse	<ul style="list-style-type: none">- Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury- Injuries in unexpected places or that are not typical of normal childhood injuries or accidents · High frequency of injuries- Parents seem unconcerned or fail to seek adequate medical treatment

Possible indicators of abuse and neglect	
Sexual abuse	<ul style="list-style-type: none"> - Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development - Sexual risk-taking behaviour including involvement in sexual exploitation/older boyfriend - Continual, inappropriate or excessive masturbation - Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy - Unwillingness to undress for sports
Emotional abuse	<ul style="list-style-type: none"> - Developmental delay - Attachment difficulties with parents and others - Withdrawal and low self-esteem
Indirect indicators of abuse and neglect	<ul style="list-style-type: none"> - Sudden changes in behaviour - Withdrawal and low self-esteem - Eating disorders - Aggressive behaviour towards others - Sudden unexplained absences from school - Drug/alcohol misuse - Running away/going missing
Parental attributes	<ul style="list-style-type: none"> - Misusing drugs and/or alcohol - Physical/mental health or learning difficulties Domestic violence - Avoiding contact with school and other professionals

Appendix 2: Safeguarding and Child Protection Policy Summary for Parents

The Designated Leads for Safeguarding at Robson House are:
Carla Stooke and Charlotte Williams, Robson House Social Workers

The Deputy Lead for Safeguarding at Robson House is:
Laurel Robin, Interim 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 pupils. The Safeguarding and Child Protection Policy

provides clear direction to staff and others about expected behaviour when dealing with safeguarding issues to make sure they are handled sensitively and professionally. We will ensure you understand Robson Houses statutory role to safeguard and promote the welfare of its children and this is the purpose of this summary.

Our School Commitment

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

Procedures

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

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 CSFH. - 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 CSFH 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 CSFH 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 CSFH. 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 CSFH.

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 3: Legal duties

Human Rights Act 1998

The Human Rights Act 1998 sets out an individual's rights and freedoms under the European Convention and public organisations such as schools must ensure that these rights and freedoms are protected whenever decisions are being made about an individual pupil. The relevant rights are:

- Right to an education (Article 2)
- Right to freedom from inhuman and degrading treatment (Article 3); this is an absolute right that cannot be limited in any way.
- Right to respect for privacy and family life (Article 8); this is a qualified right which must be balanced against the rights of others.

Any form of (sexual) harassment, violence or abuse may be a breach of these rights.

Equality Act 2010

The Equality Act states that public organisations such as schools must not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy or maternity, or sexual orientation. This means schools must consider whether they are affording the same level of safeguarding to pupils with these protected characteristics as all other pupils.

Schools must be able to demonstrate that they have taken proportionate positive action and/or made reasonable adjustments in order to deal with the disadvantages faced by these groups. For more guidance see: [Equality Act 2010: advice for schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Equality Duty

Under the Equality Act, public organisations such as schools have a duty to eliminate unlawful discrimination, harassment and victimisation and ensure equality of opportunity for all pupils. When making decisions, schools must be aware of this duty and ensure that decisions do not unlawfully discriminate against groups of pupils who are protected under the Act. For example, schools should be aware that some groups of pupils, for examples girls or LGBTQ pupils may be more vulnerable to sexual violence or harassment.

For more information please see: [Technical Guidance on the Public Sector Equality Duty: England | Equality and Human Rights Commission \(equalityhumanrights.com\)](http://equalityhumanrights.com)

Appendix 4: Robson House Policy on mobile phones and the use of children's photographs

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.

It is the policy of Robson House to use only school devices (e.g. cameras, I-pads) to take pictures of the children within our care as part of normal school life.

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 personal mobile phones or other personal devices to take photos 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 on-site 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.

In addition:

- We will not publish photographs on the internet, other than on our school websites and only where a parent or carer has provided consent for this use.
- Any camera or other electronic device that is taken outside of school and 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 other than to parents and carers.

Date read and agreed:

Name:

Signed:

Appendix 5: Robson House - Low Level Safeguarding Concerns Form

Please use this form to share any concern - no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult may have acted in a way that:

- is inconsistent with the Robson house staff code of conduct, including inappropriate conduct outside of work, and
- does not meet the allegation threshold or is otherwise not serious enough to consider a referral to the LADO.

You should provide a concise record - including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible - of any such concern and relevant incident(s).

The record should be signed, timed, and dated.

This document does not to replace suspension/formal disciplinary investigations in the event that concerns are either categorised as more serious than low level or when formal disciplinary procedures are required in relation to the low-level concern.

1. Name of individual raising the concern <i>Leave blank if concern was raised anonymously or the individual wishes to remain anonymous</i>	
2. Date the concern was raised	
3. Name and role of individual about whom concern has been raised	

<p>4. Details of the concern(s) reported (give description and context) <i>A 'low level' concern is any concern - no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult may have acted in a way that is inconsistent with the staff code of conduct but does not meet the allegations threshold set out in Section 1 of Part 4 Keeping Children Safe in Education.</i></p>	
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<p>5. Head Teacher to Complete. Details of steps have been taken to investigate this concern <i>Steps should include speaking to the individual who raised the concern, the individual about whom the concern is raised and any witnesses. You will need to review the Code of Conduct and safeguarding policies, including Allegations of Abuse Against Adults, to determine if there has been a breach.</i></p>	
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<p>6. Set out the Individual's response to the concern</p>	
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<p>7. Is this concern 'low level' or should it be treated as an allegation against staff and managed in accordance with Robson House Managing Allegations Against Staff Members Policy. <i>To reach this decision, consider the information set out in 5 and 6 above. If you are unsure, seek advice from LADO and inform HR. Set out your reasons for reaching your conclusion, including the advice provided by your advisors and any discussions with your LADO.</i></p>	
<p>8. Have 'low level' or other concerns been raised about this individual previously? <i>If so, please provides dates, brief details, and relevant file/document reference for the concern(s). Also consider whether previous concern(s) raised coupled with this new concern meet the threshold of harm</i></p>	<p>Yes [] No []</p>

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<p>Details of further action required <i>Action could range from no action or a conversation to discuss the concern, to being clear why the behaviour is concerning and formal disciplinary action.</i></p>	
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<p>Completed by:</p>	<p>Name</p>	
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<p><i>Low level concerns must be dealt with by the Headteacher or the Management Committee if the LLC is regarding the Head Teacher</i></p>	<p>Position</p>	
<p>Date:</p>		
<p>Signature:</p>		

This record will be stored securely in the Heads Folder on the shared drive. Where multiple low-level concerns have been shared regarding the same individual these will be kept in chronological order as a running record, and with a timeline alongside. These records should be kept confidential and held securely, with access afforded only to a limited number of individuals such as the DSLs, Head of School and Management Committee Members.

Appendix 6: Schools safeguarding checklist

To be used by the head teacher and Members of the Management Committee to carry out an assessment of the school's safeguarding framework

Name of school:
Address:
Head teacher:
Contact details:

Date of safeguarding assessment:

Requirement	Yes	No	Comments/action
Leadership and the safeguarding and child protection framework			
The school has comprehensive safeguarding policies covering early help and child protection, behaviour management and a staff conduct policy covering use of technology, relationships with pupils, communications and use of social media			
The school has agreed procedures for dealing with incidents of sexual violence and sexual harassment that are linked to the school's behaviour and bullying policies			
There are agreed local procedures in place for making referrals to CSFH where there are concerns about the safety and welfare of a child			
There is a designated Member of the Management Committee with responsibility for safeguarding and child protection			
The school and Management Committee is aware of duties under the Human Rights Act 1998 and the Equality Act 2010			
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			

Requirement	Yes	No	Comments/action
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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 is represented on the Camden Safeguarding Children Partnership			
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 pupils to learn how to keep themselves safe, including online, and offers pupils 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			
The school has effective policies for dealing with sexual violence and sexual harassment between pupils			

Requirement	Yes	No	Comments/action
There is a policy around dealing with allegations against staff and all staff are aware of the policy and know what action to take if they have concerns about			

another member of staff			
The school has a policy of openness and challenge and staff and pupils feel safe to raise concerns; there is a whistleblowing policy in place and all staff and pupils know who to contact if they are concerned that safeguarding issues are not being adequately dealt with by the school			
The school 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 child on child abuse policy dealing with children who harm other children and all staff are aware of what action to take under this policy			
The school seeks the views of pupils and parents with regard to safeguarding issues and all safeguarding and child protection policies are available on the school website;			
Staff knowledge and safeguarding practice			
All staff are inducted in safeguarding arrangements in the school and have received and read all relevant policies			
Staff are aware of the safeguarding culture of the school and their role in challenging inappropriate behaviour and language and being vigilant to child on child abuse			
All staff and Members of the Management Committee have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 3 years.			

Requirement	Yes	No	Comments /action
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 and those who may be vulnerable to harm including LGBT children, those with social workers, those with SEND			
All staff know what action to take to refer children appropriately to CSFH 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 CSFH 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 or absent 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			

Requirement	Yes	No	Comments /action
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 pupils on site, on school trips and during work experience			
Pupils feel safe and are aware of how to raise concerns and complaints with a trusted adult			
Safer recruitment			
The school has a safer recruitment procedure that is in line with statutory requirements			

Requirement	Yes	No	Comments/action
<p>The school has a single central record providing details of when and by whom the following checks on candidates were taken out:</p> <ul style="list-style-type: none"> · Identity checks · DBS/barred list checks · Prohibition from teaching/section 128 checks · Appropriate checks with overseas organisations where the candidate is from abroad · Checks to establish right to work in the UK · Professional qualifications check · Checks on individual's social media accounts 			
<p>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 Members of the Management Committee; barred list checks are also taken out on staff, volunteers and Members of the Management Committee who are involved in regulated activity</p>			

The head teacher or other member of the senior leadership team decides on whether or not volunteers, visitors or contractors require a DBS check and this decision is informed by a risk assessment; arrangements are put in place to supervise and oversee volunteers, visitors and contractors where a DBS check is not carried out and children are not left unsupervised with any individual who has not undergone a DBS check			
The school seeks written confirmation from agencies that these checks have been taken out on all agency and supply staff prior to appointment; all agency and supply staff are required to present proof of identity prior to beginning work			
A member of the governing board or senior leadership team involved in interviewing has completed an accredited safer recruitment training course			

Requirement	Yes	No	Comments /action
Dealing with allegations against staff			
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			
Robson House has a system in place to deal with low-level concerns about staff that do not reach the threshold to be dealt with under the allegations procedures and how to seek advice from the LADO where it is not clear if the threshold has been reached			