Robson House
Safeguarding Policy

September 2025

To be reviewed September 2026

CONTENTS

		Page
Key contacts		**1**
PART A – CORE OPERATIONAL POLICIES		
1	**Purpose of policy**	**2**
2	**Linked policies**	**2**
3	**Roles and responsibilities**	**3**
4	**Safeguarding children**	**11**
5	**Child protection procedures**	**14**
6	**Early years settings in schools**	**20**
7	**Health and safety/risk assessment**	**24**
PART B – ADDITIONAL SAFEGUARDING POLICIES		
B1	**Non collection of children**	**29**
B2	**Missing/absent from education and home educated**	**30**
B3	**Child on child abuse**	**30**
B4	**Harmful sexual behaviour**	**31**
B5	**Prevention of radicalisation**	**31**
B6	**Mandatory reporting of FGM**	**32**
B7	**Online safety**	**33**
B8	**Looked after children and care leavers**	**33**
B9	**Children with SEND**	**33**
B10	**Safeguarding vulnerable groups**	**34**
B11	**Extra-familial harm and exploitation**	**36**
B12	**Children experiencing mental health problems**	**38**
B13	**Other relevant policies**	**39**
Appendix 1: Safeguarding children monitoring/incident form		**41**
Appendix 3: Legal duties		**42**
Appendix 4: School's safeguarding checklist		**43**

Key contacts

School

Robson House

Headteacher/principal:
Name: Laurel Robin
Contact details:020 3772 0370 / laurel.robin@camden-plss.camden.sch.uk

Designated safeguarding lead:
Name: Carla Stooke and Charlotte Williams
Contact details:020 3772 0370 / carla.stooke@camden-plss.camden.sch.uk / charlotte.williams@camden-plss.camden.sch.uk

Deputy designated safeguarding lead:
Name: Laurel Robin
Contact details: 020 3772 0370 / laurel.robin@camden-plss.camden.sch.uk

Designated LAC teacher:
Name: Paul Alexander
Contact details: 020 3772 0370 / paul.alexander@camden-plss.camden.sch.uk

Nominated governor for child protection:
Name: Jane Walby
Contact details: 020 3772 0370

London Borough of Camden

Child protection service manager
Name: Kurt Ferdinand
Contact details: 020 7974 6481

Local Authority Designated Officer (LADO):
Name: Jacqueline Fearon
Contact details: 020 7974 4556
Email: LADO@camden.gov.uk

Safeguarding lead officers:

Name: Michelle O'Regan (Head of Service – Children in Need)
Tel: 020 7974 1905
Name: Esther Fajoye (Service manager) Tel: 020 7974 1485
Name: Patricia Williams (Service manager) Tel: 020 7974 1558
Name: Gemma Brown (Service manager) Tel: 07796937743

Children's Contact Service/MASH team:
Service Manager: Tracey Murphy
Tel: 020 7974 1553/3317

Prevent Co-ordinator/Education Manager
Name: Jane Murphy
Tel: 020 7974 1008

Virtual School Head
Name: Sheila Durr
Tel: 07717 864385

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 take action where children need extra support from early help services or require a social work service because they are in need or need to be protected from harm.

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 polices make up the school'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

All policies are available at: Schools and Nurseries Safeguarding Policies - Camden Safeguarding Children Partnership — CSCP

3 Roles and responsibilities

3.1 Children and Learning Directorate

Children's Safeguarding and Family Help (CSFH), which includes Early Help services, and Camden Learning will support Robson House 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 Robson House 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 Governing body

The governing body 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 the school's legal duties under the Human Rights Act 1998, the Equality Act 2010 and the Public Sector Equality Duty (see Appendix 2).

In particular, the governing body 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 Partnership 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.

- Robson House 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 governor with 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 polices 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 the school's safeguarding and child protection policies and procedures.

- Governors 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 governing body 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 governors and trustees receive safeguarding and child protection training needed to help them effectively scrutinise school 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 taken into account 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 *Schools and head teachers/principals/senior leadership team*

The head teacher/principal and/or senior leadership team 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 (2025).*
  Keeping children safe in education 2025
- Staff are inducted thoroughly in line with section 5.1 of the *Safer recruitment and staff conduct policy for schools and colleges*.

- 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 policy *Safer recruitment and staff conduct policy for schools and colleges*.

- Robson House offers a safe environment for staff and pupils to learn.

- Safeguarding issues are brought to the attention of the governing body.

3.4 Role of the designated safeguarding lead

The role of the designated safeguarding lead and their 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.

Additional procedures *Individual schools/colleges should record how this will be managed, for example through use of a rota or special telephone number to ensure that advice from the designated lead or their deputy is available during school hours.*

The designated safeguarding lead (and their 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 teacher/principal, senior leadership team and the board of governors 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 school'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 governors 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 those children who may be more vulnerable to poor educational outcomes due to safeguarding and other issues such as children in need, children with child protection plans, children with mental health issues, young carers and children who have special educational needs;

- liaise with the SENDCO when considering any safeguarding action for a child with special needs;

- liaise with the school's mental health lead or CAMHS team as appropriate where safeguarding concerns are linked to mental health issues;

- 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 the school, 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 taken into account 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 the school's statutory role in safeguarding and promoting the welfare of pupils, including the duty to refer pupils on where necessary, by making all school policies available on the school website or on request;

- provide opportunities for parents and carers to discuss any problems with class teachers and other relevant staff;

- consult with and involve parents and carers in the development of school policies to ensure their views are taken into account;

- ensure a robust complaints system is in place to deal with issues raised by parents and carers;

- provide advice and signpost parents and carers to other services and resources where pupils need extra support.

Additional procedures
Parents and carers at Robson House will be assigned a Family Mentor, who will act as a key contact for support, feedback and advice.

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* 2023.

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.

Governors, 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 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.

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

Additional procedures

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

Schools/colleges should share details of the notification with as few staff members as possible in order to keep the information confidential, and schools/colleges will need to decide on the most appropriate staff member to be informed; this may be the class teacher (for primary pupils) or the form teacher, Head of Year or pastoral support for secondary schools.

If schools/colleges in Camden wish to sign up to Operation Encompass, please contact:
Elisabeth Mavin PC 1351CN
Islington Multi Agency Safeguarding Hub
222 Upper Street London N1 1XR
External: 0207 527 6166
Elisabeth.C.Y.Mavin@met.police.uk
MASH mailbox: NI-PublicProtectionDesk@met.pnn.police.uk

Please note that there is no need for schools/colleges to make a referral to CSFH following a notification as the police will have already referred the case to the MASH.

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. Thresholds-and-assessment-guidance-2024.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.

As schools have a legal basis to share information parental consent is not required for a referral to be made but parents will be informed that a referral is being made and their agreement sought.

Staff will also share information and work in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs.

4.1 Early help cases

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

- children with disabilities and additional needs, including those with special educational needs
- 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 have experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or a Pupil Referral Unit;
- 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 ie: 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 the school.

- If the child requires an early help service from another agency, Robson House will make a referral to the Early Help service (via the Children and Families Contact team) for appropriate help and support. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.

- Where the child is receiving an Early Help service, 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 should 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 passed on to Camden's MASH team to gather relevant information from other agencies.

The Contact Service will inform the school 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 in order to protect the child.

- Providing services for the child and their family in the meantime whilst work is on-going (including details of services).

5 Child protection procedures

5.1 Role of school

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 2023: statutory guidance (publishing.service.gov.uk)

- What to do if you're worried a child is being abused *(DfE2015)*

What to do if you're worried a child is being abused - Publications - GOV.UK

- The London Safeguarding Children procedures

London Safeguarding Children Procedures

- Keeping children safe in education (DfE 2025)

Keeping children safe in education (*DFE 2025*)

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, neglect or exploitation and to ensure that any concerns about the welfare of a pupil are reported to the designated safeguarding lead.

- Staff should refer to the London safeguarding children procedures for full definitions of abuse, harm and neglect.
  CP1. Recognising Abuse and Neglect (londonsafeguardingchildrenprocedures.co.uk)

- Any concerns held by staff should be discussed in the first instance with the designated safeguarding lead or their deputy and advice sought on what action should be taken. Where required, advice on thresholds and indicators of harm can be obtained from the MASH social worker on a no-names basis.

- Concerns may be monitored over time and recorded on the monitoring/incident form shown at appendix 1. Details of any concerning incidents should also be recorded on this form.

5.3 Dealing with disclosures

Staff should 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.

It is important that 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 should be shared with the designated safeguarding lead so that advice and support can be offered on how to support the pupil to engage. Consideration should 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 should;

- listen to what is said without displaying shock or disbelief and accept what the child is saying;
- allow the child to talk freely;
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to 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 should be made by the designated safeguarding lead or their deputy following a discussion with the member of staff who has raised concerns. However this should not delay any referral and any member of staff may make a referral if this is necessary but staff should discuss the matter with a member of the senior management team and take advice from the Children and Families Contact team social worker. The designated safeguarding lead should be informed as soon as possible.

- Referrals should be in writing using an e-CAF referral completed either by the teacher raising concerns or by the designated safeguarding lead. Urgent child protection referrals will be accepted by telephone but must be confirmed in writing via the e-CAF referral within 48 hours.

- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated safeguarding lead may discuss the case on a “no names” basis with the Contact team social worker to obtain advice on how to proceed.

- Parental consent should be sought prior to the referral being made but a referral can be made if parents refuse consent where there are safeguarding concerns about the child and referral is a proportionate response to these concerns. Consent should not be sought if this would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay.

- If the child already has an allocated CSFH social worker, the referral should 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 should 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 class teacher of head of year 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 shown at appendix 1 prior to each conference and core group meeting;

- the completed monitoring form will be kept on the pupil's separate child protection file (that should be separate from the school record) 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 will be kept in a designated welfare file separate to the pupil's education records. These records will be securely held within the school.

- The designated safeguarding lead is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.

- All information should be recorded on the safeguarding monitoring/incident form (see appendix 1) and all records should be signed and dated.

- Records should show:

- what the concerns were;
- what action was taken to refer on concerns or manage risk within the school;
- whether any follow-up action was taken;
- how and why decisions were made.

- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.

- The monitoring/incident form must be completed;

    - whenever concerns arise or there is a serious incident **or**
    - where a child is being monitored, prior to a case conference or core group meeting.

- Child protection files must 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 the school and should be disposed of as confidential waste.

5.8 Confidentiality and information sharing

- All information obtained by school 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.

- If the child is under 12, consent to share information about them must be obtained from their parents or carers.

- Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues; otherwise consent should be sought from parents.

- Young people aged 16 and 17 are able to give their own consent if they are thought to have the capacity to do so under the Mental Capacity Act 2005; otherwise consent should be sought from parents.

- 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.

- Schools have 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 should 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 should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure and remind recipients that the information is confidential and only to be used for the stated purpose.

- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of the school's duty to share information.

- 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 Early Years settings within schools

At Robson House, the youngest children we admit are five years old.

6.1 Legal and policy framework

As an early years 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 *Early years framework for group and school based providers (2025)*.

Robson House will ensure that children taught in reception classes are able to learn and develop and are kept safe and healthy so that they are ready for school by providing a safe, secure learning environment that safeguards and promotes their welfare, and takes appropriate action where there are child protection concerns.

6.2 Safeguarding and child protection

All safeguarding and child protection policies listed in section 2 of this policy will apply equally to children in early years settings so far as they are relevant to that age group.

In addition, the school has the following child protection policies:

- a policy on the use of mobile phones and cameras within the early years setting; recommended policies are:
    - parents and carers are asked to switch off mobile phones if they are coming into the early years setting and leave the setting if they need to use their mobile;
    - parents are generally prohibited from taking any photographs of children in the early years setting, but for special events such as school performances, may do so 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 bring personal mobile phones into the early years setting and use them only during breaks in the staff room.

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

6.3 Suitable people

Robson House will follow the *Safer recruitment and staff conduct policy for schools and colleges* to ensure that staff and volunteers who are recruited to work in the early years setting are carefully selected and vetted to ensure they are suitable to work with children, have the relevant qualifications and are not disqualified from working in childcare settings.

This policy will apply equally to staff and volunteers in the early years settings, and the school will ensure that they receive proper training and induction so that they are aware of their role and responsibilities, all school policies and the school's expectations regarding conduct and safe teaching practice. Whenever an allegation is made against a member of staff in the early years setting, the school will follow the Camden policy *Guidance for schools on dealing with allegations against a member of staff*.

Where early years staff are taking medication that may affect their ability to care for young children, this will be notified to the head teacher.

6.4 Staff training, skills and supervision

The school will ensure that:

- all staff in early years settings 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 early years staff;

- all early years 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 early years 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 the school premises at all times and accompanies children on school trips;

- each child in the early years setting has a designated keyworker who liaises with parents to provide individual support for the child.

6.5 Staff ratios

The school will ensure that:

- staff levels within the early years setting comply with statutory guidance and can 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.

For reception classes:

- class sizes will be limited to 30 pupils
- classes will be lead by a qualified teacher supported by suitably qualified support staff.

For before and after school provision, schools will decide how many staff will be required for adequate supervision based on the age and needs of the children attending.

6.6 Health

The school will:

- promote the health of children attending the early years provision
- take necessary steps to stop the spread of infection
- administer medicines only in line with the school'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 Health and safety and suitability of premises

The school will ensure that all indoor and outdoor spaces and facilities used for early years settings are safe and fit for purpose and comply with school policies and standards for site safety and health and safety as set out section

8 of this policy. Additionally, the school will ensure that all potential hazards within the school and during school trips are regularly risk assessed.

The school 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 the school premises when children are present.

6.8 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.

Robson House also has an additional Behaviour Policy and Physical Intervention Policy, in light of the complex needs of the cohort of children at Robson House. These policies are regularly reviewed.

6.9 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 governing body and head teacher/principal will ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of pupils and staff within the school environment.

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.
Health and safety: responsibilities and duties for schools - GOV.UK

Day-to-day responsibility for health and safety issues in Robson House will be delegated 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: Headteacher** **Contact details: 0203 772 0370**

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 the school;
- 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 schools 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 teacher/principal 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 it is vital that schools and colleges are part of this process.

7.4 Site security and visitors

- The board of governors 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 the school such as parents will not be subject to DBS checks but their movement around the premises will be supervised.

- The head teacher/principal and the board of governors will ensure that any contract entered into with contractors' sets out clearly the expectations for worker's behaviour and the responsibility of contractors to monitor and ensure compliance with school policies.

- The head teacher/principal 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 teacher/principal 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:

    - informed to report to reception on arrival;
    - expected to provide proof of identity;
    - expected to wear a name-badge or carry some form of identification at all times when on the school premises;
    - suitably supervised by school staff at all times;
    - made aware of school health and safety procedures.

7.5 Alternative education provision

- Whenever the school places a pupil with an alternative education provider, the school will remain responsible for safeguarding the pupil and will ensure that the setting meets the pupil's needs.

- The school will obtain written confirmation of the provider's safeguarding and child protection policies and ensure that appropriate

safeguarding checks on individuals working at the establishment have been carried out.

- The school will carry out a further risk assessment where they have been notified of any changes to safeguarding arrangements at the alternative provision.
- The school will keep records of the expected location of any pupil attending off-site provision during the school day and carry out reviews of alternative provision on a half-term basis to ensure the pupil continues to attend, taking appropriate action where safeguarding issues arise.

The school recognise that alternative provision may increase risk for vulnerable pupils and will follow the relevant government guidance: Arranging Alternative Provision - guide for LAs and schools

https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school

7.6 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 governing body or proprietor will ensure:

- the schools articles of trust or other incorporating document allows this;

- the organisation provides an overview of what it intends to teach so that the board of governors is able to make a judgement on whether this is in line with the promotion of British values;

- the organisation can provide copies of child protection policies and procedures and Robson House accept 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 the school;

    - an internet search on the organisation

- checks with Camden's Community Groups and Schools Consultant (020 7974 7319)
- checks with Prevent Education officer (020 7974 1008)
- 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.
Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK (www.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.*

7.7 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 teacher/principal and the board of governors will ensure that;

- all school policies are regularly monitored by the designated safeguarding lead and annually reviewed by the head teacher and governing body;
- 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 teacher/principal has an overview of all accidents/incidents;
- serious accidents and incidents are reported to the board of governors;
- the designated safeguarding lead ensures a high standard of recording of all concerns held about children;
- all accidents and incidents are scrutinised on a regular basis by the board of governors to identify any problems or weaknesses around school safeguarding policies and procedures or any emerging patterns, and agreeing to any course of action.

Additional policies

Individual schools should record any additional policies and procedures here

Part B: Additional safeguarding policies and procedures

B.1 Non-collection of children from school

This section applies to primary schools only

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 the school in advance if this changes, 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 schools where children are subject to court orders that limit contact with a named individual or when information about the child should not be divulged because it may pose a risk to the child.

In the event that anyone who is not authorised to do so attempts to collect the child, 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:

- The schools will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members and wait with the child until someone comes to collect them.

- Children will not be released into the care of another parent even where they offer to take the child home.

- 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.

Additional policies
Individual schools should record any additional policies or procedures here

B2 Children who are missing or absent from education or home educated

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

Attendance policies should state clearly who needs to be notified and what action should be taken and any relevant timescales. Parents should be asked to provide contact details for at least 2 or more people who can be contacted in the event that a child does not attend school. Schools should refer to the following policies:
Camden's Children missing from education policy
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 should be made:

- *The Pupil Attendance Service must be notified of all decisions.*
- *If the child is already known to CSFH, their allocated social worker should be notified immediately.*
- *If the child is not known to CSFH, but Robson House has concerns about their welfare, the designated safeguarding lead should 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.*

Additional policies
Individual schools should record any additional policies or procedures here

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* guidance and the *Harmful sexual behaviour* protocol. CSCP-harmful-sexual-behaviour-protocol-2022.pdf

B5 Preventing children from being drawn into radicalisation and terrorism

Robson House have a duty to work in partnership to safeguarding children from being drawn into radicalisation and terrorism. This is set out in the *Prevent Duty guidance 2023.*

Robson House will follow the DfE guidance on the above areas including a sample 'risk assessment' template.
The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK

Robson House will follow the DfE guidance on the above areas including a sample 'risk assessment' template.
The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK

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

- a 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 child may be at risk due to a household or family member's radicalisation.

- Schools should also consider where a child may be considering mass violence which does not seem to be linked to a specific ideology as a concern which may benefit from Prevent support/advice.

The guidance is available at: CSCP-guidance-on-radicalisation-and-extremism-2022.pdf

Schools should always be a safe space for young people to explore new ideas and perspectives and develop their critical thinking skills. Where there are concerns about radicalisation these concerns should be shared with the designated safeguarding lead and a decision taken as to whether concerns need to be raised with CSFH for a referral under the Prevent duty for support from the Channel Panel.

Prior to making a referral the school may also speak to and get advice from Camden's Programme Manager; safeguarding against radicalisation (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 - Publications - GOV.UK

Where a pupil makes a disclosure of FGM, Robson House will follow the mandatory reporting rules and make appropriate referrals to the police as set out in the CSCP guidance available at: CSCP-mandatory-reporting-guide.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 schools online 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.

The school'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.

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 (cscp.org.uk)

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.

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 policies 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 and children who are living in kinship arrangements.

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 Robson House 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
Forced marriage - Detailed guidance - GOV.UK

Domestic abuse and/or sexual violence

Staff should be aware of the Domestic Abuse Act 2021 and have knowledge of the nature of domestic abuse and the harm it may cause to children who witness incidents, who are now considered to be victims of domestic abuse in their own right. For more details please refer to the CSCP guidance on domestic abuse. CSCP-domestic-abuse-guidance-2025.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) or gender questioning

Robson House 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 LBGT inclusion is part of the sex and relationships curriculum.

Robson House will exercise caution with regard to children who are questioning their gender. They will take into consideration any guidance issued by the Government, the complexity of the child's situation and the possibility that they may have additional needs and vulnerabilities, whilst also having regard for their safeguarding responsibilities. Robson House will work in partnership with parents/carers and the child to explore how to best meet the child's needs (unless this would put the child at risk of harm) and support them to seek timely and appropriate clinical advice.

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 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
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. CYP-mental-health-protocol.pdf (cscp.org.uk)

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 have an understanding of trauma informed practice and its link with mental health and are able to recognise pupils who are experiencing mental health issues and help them to access the most appropriate help.

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/attachment_data/file/755135/Mental_health_and_behaviour_in_schools__.pdf

Additional procedures

Individual schools should record here the name of the mental health lead or any CAMHS workers with links to the school as well as any specific provision available in the school for pupils who are experiencing difficulties with mental health or emotional wellbeing.

B13 Other relevant safeguarding policies

Schools can access guidance on the following policies at www.nspcc.org.uk and Department for Education - 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/268987/cme_guidance.pdf
Complaints
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/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf
Physical intervention
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268771/use_of_reasonable_force_-_advice_for_headteachers_staff_and_governing_bodies__-_final_july_2013_001.pdf
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: **Safeguarding children monitoring/incident form**

Name of school:

Name of child:
DOB:
Status: □ monitoring due to concerns □ subject to child protection plan

Concerns/risks

Attendance and punctuality Periods of exclusion (including dates) Contact with parents/family Health and physical appearance Behaviour and emotional presentation (including any sexualised behaviour) Concerning incidents Peer relationships Academic performance and achievement

Views of child and parents

Outcomes of monitoring

□ continue monitoring □ carry out CAF □ referral to CSFH
□ referral to health services □ referral for education support services
□ referral for behavioural support □ referral on behalf of parent/carer

Action taken

Name of staff member:
Date

Appendix 2: **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)

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)

Appendix 3: **Schools safeguarding checklist**
To be used by the head teacher and governors 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 governor with responsibility for safeguarding and child protection			
The school and governing body 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			
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 *Working together* 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			
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 governors have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 3 years.			
All staff receive regular updates to safeguarding and child protection legislation via the designated safeguarding lead as required			
All staff are able to identify those children who may benefit from early help and are able to provide support within the school or make appropriate referrals to Camden's Early help service			

All staff are able to recognise the indicators of abuse and harm, can identify children who may be at risk of harm 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 *Children missing from school* policy			
All staff are aware of how harm, abuse, neglect and trauma can impact on pupil's mental wellbeing and can recognise those pupils who need help with their mental health; all staff know what actions to take to signpost or refer pupils who need a mental health service.			
All staff are able to share information lawfully and appropriately and work jointly with partner agencies; parents are informed of concerns and actions taken unless this puts the pupil at further risk			
Records of concerns and referrals are up to date and timely and kept securely			
All staff receive regular supervision that enables them to raise safeguarding issues			
Risk assessments are routinely carried out to ensure the health and safety of 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			
The school has a single central record providing details of when and by whom the following checks on candidates were taken out: ● Identity checks ● DBS/barred list checks ● Prohibition from teaching/section 128 checks ● Appropriate checks with oversees 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			
The school has a clear system in place in line with statutory requirements for volunteers or contractors coming into the school, .Enhanced DBS checks are taken out on all staff members, volunteers and governors; barred list checks are also taken out on staff, volunteers and governors who are involved in regulated activity			
The head teacher or other member of the senior leadership team decides on whether or not volunteers, visitors or contractors require a DBS check and this decision is informed by a risk assessment; arrangements are put in place to supervise and oversee volunteers, visitors and contractors where a DBS check is not carried out and children are not left unsupervised with any individual who has not undergone a DBS check			
The school seeks written confirmation from agencies that these checks have been taken out on all agency and supply staff prior to appointment; all agency and supply staff are required to present proof of identity prior to beginning work			
A member of the governing board or senior leadership team involved in interviewing has completed an accredited safer recruitment training course			
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			
The school 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			