



Jemma Michelson (DSL)



Alex Yates (DSL)

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 the school/college and to be available during school hours for staff to discuss safeguarding concerns (including online safety).

At the Royal Free Children's Hospital school, the Safeguarding team has four members who are available to at any one time to address any Safeguarding concerns across any of our educational sites.

These include;

- Futures At the Hive
- Paths and Thomas Group at the Camden Learning Centre
- Ward school room at the Royal Free Hospital
- Eating Disorder Intensive Service at Queen Mary Hospital.

All members of the Safeguarding team have a direct phone number where they can be reached in the event of a safeguarding concern or emergency.

Key Safeguarding Contacts

Designated Safeguarding Lead (DSL)	Jemma Michelson Senior Teacher jemma.michelson@royalfree.camden.sch.uk 07393 626063 Alex Yates Head Teacher head@royalfree.camden.sch.uk 07470370379
Deputy DSL's	James Friel Teacher james.friel@royalfree.camden.sch.uk (07811318759)
	Lilli Lodge LSA Lilli.lodge@royalfree.camden.sch.uk Lilli Lodge (07407052856)
Named Governor for Safeguarding	Diana Goldin diana.goldin1@nhs.net
Chair of Governors	Dr Nicky Rogal nrogal@hotmail.com

The designated safeguarding lead should have the appropriate status and authority within the school or college to carry out the duties of the post.

The role of the designated safeguarding lead carries a significant level of responsibility, and they should be given the additional time, funding, training, resources and support they need to carry out the role effectively.

Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children.

The designated safeguarding lead (and their deputy) will:

- liaise with and manage referrals to relevant agencies such as CSSW, the LADO, the Channel Panel, the Police and the Disclosure and Barring Service (DBS);
- 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 CSSW;
- liaise with the designated teacher for LAC whenever there are safeguarding concerns relating to a looked after child or previously looked after child;
- oversee child protection systems within the school/college, including the management of records, ensuring confidentiality, standards of recording, and referral processes;
- provide a link between the school/college and other agencies, particularly CSSW and the Camden Safeguarding Children Partnership;

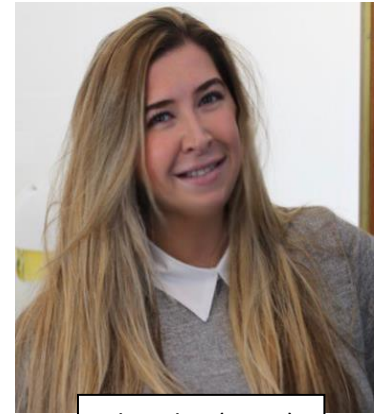
- ensure staff, including temporary staff, receive appropriate safeguarding and child protection training every 2 years, including online safety training, identifying the early signs of child-on-child abuse and sexual violence and sexual harassment;
- ensure parents are fully aware of the school/college 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.

Deputy designated safeguarding leads

The Royal Free Children's school has two Deputy Safeguarding leads; Lilli Lodge and James Friel. Different roles and activities have been delegated appropriately between our deputies to support the context of our school where education is delivered across 4 different teaching sites across Camden.

We recognise that the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead (Jemma Michelson & Alex Yates) and that this lead responsibility is NOT delegated.

Lilli Lodge - Hive overview/record keeping upkeep- Gilby



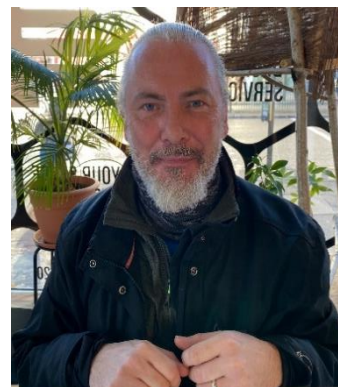
Lili Lodge (DDSL)

- **Ongoing CPD of safeguarding for own professional development**
 - Disseminate knowledge to wider whole staff at briefings or staff meetings
 - Seek INSET for whole staff/ contribute to Deliver Inset
 - Parent workshop INSET- practices and procedures at RF school
 - Introduction to governors
 - In house safeguarding updates/Andrew Hall weekly
- **Update of Safeguarding staff handbook documents**
 - Policy- Look together as a whole Safeguarding team to update all relative safeguarding policies for 2022/23 as updated from Camden
 - RF CP/Safeguarding policy
 - Self Harm
 - Child on child abuse
 - Harmful sexual behaviour protocol
 - E-safety/ online safety
 - Remote learning
 - Physical intervention and restraint
 - Safer recruitment
 - School screening and searching guidance
 - Children missing from education
 - CSE
 - Dealing with allegations against staff
 - Whistleblowing
 - Prevent
 - Contribute to writing safeguarding scenarios – all Settings as SG team
 - Case studies- Hive
 - Input in FGB annual report
 - Input in Camden safeguarding check list/360 checklist
 - Update Staff CPD log
 - Pupil voice- safeguarding questionnaires'
 - Staff audit questionnaires
- **Young people directory- crisis plans and key contacts**
 - Update pupils details
 - TAC details- professionals
 - Individual Risk plans- 'what to do/who to call'
- **Overview of young people Safeguarding Trails @ Futures Programme**
 - Upkeep of trails
 - Attending CP/CIN meetings & Filing of minutes CIN
 - Noting CIN/CP meetings throughout the year- note safeguarding concerns raised on school log
- **Visual safeguarding presence**
 - ID badges/Crisis numbers for young people
 - Staff ID boards
 - Safeguarding displays across the sites

- KCSIE signatures
- Induction of volunteers @ Hive
- **Past pupil- post 16 safeguarding transition**
 - Arranging to meet with safeguarding team from new colleges with transition information/context on 2021/2022 cohort
 - Send securely pertinent paperwork to colleges re: safeguarding (CIN/CP/Trails) for the young person
- **Safeguarding goals (PMR)- Areas LL would like to develop**
 - Linking with governors
 - Using Gilby
 - Develop transition of vulnerable young people post 16 as Royal Free Best Practise
 - Reflect on and continue to consider how post Futures RF school can support safeguarding young people once they have moved on.
 - What might this look like?
 - How often?
 - What is helpful when young people move on?
 - Deliver Sessions to young people and parents about services available to them Post Futures programme. Sign posting E.g.
 - Catch 22 @ the Hive
 - Papyrus
 - Mind
 - Camden services for young people etc...

James Friel- E-safety/Paths/ Outreach overview of pupils

- **Ongoing CPD of safeguarding for own professional development**
 - Disseminate knowledge to wider whole staff at briefings or staff meetings
 - Introduction to governors
 - Look into possible whole school external CPD around E-safety
 - Parent workshop INSET E-safety
- **Update of Safeguarding staff handbook documents**
 - Look together as a whole Safeguarding team to update all relative safeguarding policies for 2022/23 as updated from Camden
 - RF CP/Safeguarding policy
 - Self Harm
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 - E-safety/ online safety
 - Remote learning
 - Physical intervention and restraint
 - Safer recruitment
 - School screening and searching guidance
 - Children missing from education
 - CSE



James Friel(DDSL)

- Dealing with allegations against staff
 - Whistleblowing
 - Prevent
- Contribute to writing safeguarding scenarios – All settings as SG team
- Case studies- OT/Thomas Group
- Input in FGB annual report
- Input in Camden safeguarding check list/360 checklist
- Parent/pupil/visitor leaflets
- **Leading on E-safety**
 - Policy updates
 - Deliver Inset around E-safety for pupils/ Staff/governors
 - Look into possible whole school external CPD
 - Parent workshop INSET
 - Teaching and learning-
 - Teaching E-safety In the PSHCE curriculum (October 2022)
 - E-safety week focus (Feb 2023)
- **Overview of young people Safeguarding in Paths & Out Reach Medical tuition**
 - Upkeep of trails
 - Attending CP/CIN meetings & Filing of minutes CIN
- **Past pupil- post 16 safeguarding transition**
 - Arranging to meet with safeguarding team from new colleges with transition information/context on 2021/2022 cohort
 - Send securely pertinent paperwork to colleges re: safeguarding (CIN/CP/Trails) for the young person
- **Safeguarding goals (PMR)- Areas JF would like to develop**
 - Linking with governors
 - Using Gilby
 - E-Safety
 - Ensuring young people and all stake holders are aware of and using all IT safely across all RF teaching sites- continuity and consistency -Including: PATHS/FUTURES/OT/QMH/WARD
 - Adhering to E-safety policy As per KCSIE 2022 and subsequent updated changes
 - Online Risk assessments completed by RF teachers and parent/pupil agreement signed before online learning takes place
 - Teaching E-safety lessons as part of our RF curriculum offer

What to do if you are worried about a child/young person

Why are you concerned?

For example

- Disclosure from a young person (across all areas of abuse)
- Child's appearance – unexplained marks and bruises, clothes, hygiene
- Change in behaviour, presentation, mental health, attendance, progress and attainment
- Behaviour which causes concern, indicates risk/vulnerability, E- safety concerns

Immediately record your concerns

Follow the school's procedure (complete the safeguarding concern form- Safeguarding Trail).

- If responding to a disclosure:
 - Reassure the child and clarify concerns if necessary e.g. ambiguous words and phrases
- Use child's own words and indicate any marks on body map charts, Sign and date all records

Inform the Designated Safeguarding Lead

DSL Lead for all Sites
DSL Lead for all Sites
Deputy DSL (OT/PATHS)
Saf Deputy DSL (Futures)

Alex Yates (07470370379)
Jemma Michelson (07393 626063)
James Friel (07811318759)
Lilli Lodge (07407052856)

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Refer to Camden threshold criteria and procedures to support consideration:
www.camden.gov.uk/childrens-safeguarding-social-work
- If you are worried a child or young person is at risk of, or has suffered significant harm, please contact the Children and Families Contact service.
- In cases of an emergency and immediate response, always contact the police on 999.
- MASH-(020 7974 3317) Out of office hours (after 5pm, weekends and bank holidays): 020 7974 4444
- Email: LBCMASHadmin@camden.gov.uk

If you are unhappy with the response Staff:

We want everyone to feel able to report any child protection / safeguarding concerns.

- Follow school Whistleblowing Procedures at RFHCS
- For members of staff who feel unable to raise these concerns internally, they can call the NSPCC whistleblowing helpline on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.

Pupils and Parents:

- Follow RFHCS complaints procedures

Making a referral:

Children's services in Camden aims to ensure that Children with additional needs get the right service right from the start.

- A tiered system of different thresholds for services and interventions exists based on the individual child's needs.
- At each level of need there is a set of indicators to help professionals recognise the extent of a child's difficulties so that they can make informed decisions about which service to refer the child and family on to.
- **All requests and referrals for early help services (level 2) and statutory social work services (child in need and child protection at levels 3 & 4) should be made to the Children and Families Contact Service via the CAF system or call 020 7974 3317 to get advice from a social worker.**
- Complete a E-CAF- For urgent child protection referrals (which must be confirmed in writing within 48 hours) or to make a general enquiry and speak with a social worker
- LBCMASHadmin@camden.gov.uk.cism.net (secure)

Record decision making and action taken in the child's safeguarding/child protection file.

Set up new file if this is the first concern.(Password protected)

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance, attendance etc.?
- How long you will monitor for?
- How you will record and to whom you will feedback and when?

Review and Re-refer (if necessary)

If you are not happy with the outcome of a safeguarding concern you need to challenge the person or organisation.
Refer to Whistleblowing Policy

At all stages the child's circumstances will be kept under review.

The DSL/staff will re-refer if required to ensure the **child/young person's ongoing safeguarding and welfare needs are addressed.**

Key contacts:

Name of school/college: Royal Free Children's Hospital School

Head teacher/principal:

Alex Yates

head@royalfree.camden.sch.uk

(07470370379)

Designated safeguarding lead:

Jemma Michelson

Jemma.michelson@royalfree.camden.sch.uk

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Deputy designated safeguarding lead:

Lilli Lodge

Lilli.lodge@royalfree.camden.sch.uk

(07407052856)

James Friel

James.friel@royalfree.camden.sch.uk

(07811318759)

Designated LAC teacher:

Siobhan Auberge

Siobhan.auberge@royalfree.camden.sch.uk

Nominated governor for child protection:

Diana Goldin

Diana.goldin1@nhs.net

Chair of Governors

Dr. Nicola Rogal

nrogal@hotmail.com



London Borough of Camden

Child protection service manager and Local Authority Designated Officer (LADO):

Name: Sonia Forbes

Contact details: 020 7974 4556

Safeguarding lead officers:

Name: Michelle O'Regan (Head of Service – Children in Need)

Tel: 020 7974 1905

Name: Tracey Murphy (Service manager) Tel: 020 7974 4103

Name: Patricia Williams (Service manager) Tel: 020 7974 1558

Children's Contact Service/MASH team:

Manager: Noella Hacquard

Tel: 020 7974 1553/3317

Online safety contact officer:

Name: Jenni Spencer

Tel: 020 7974 2866

Prevent Education Officer

Name: Jane Murphy

Tel: 020 7974 1008

Virtual School Head

Name: Natalie White

Tel: 020 794 2359





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