



RFHCS

SHARING A LOVE OF LEARNING

Safeguarding and Child Protection Policy and Procedures

“To provide a safe, nurturing educational environment, built on a foundation of supportive, respectful and trusted relationships, that promotes emotional wellbeing and a sense of school belonging.”

2024/2025

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Royal Free Hospital Children's school Key contacts

Head Teacher:

David Wilson

Head@royalfree.camden.sch.uk

07518709530

Designated safeguarding lead (DSL) :

Jemma Michelson

Jemma.michelson@royalfree.camden.sch.uk

(07732 108 516)

Deputy designated safeguarding leads:

Lilli Lodge

Lilli.lodge@royalfree.camden.sch.uk

(07407052856)

Designated LAC teacher:

Jemma Michelson

Jemma.michelson@royalfree.camden.sch.uk

Nominated governor for Safeguarding and child protection:

Lisa Davies

lisdavies63@hotmail.com

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: Natalie White

Tel: 020 794 2359

Part A: Core operational policies and procedures

1 Purpose of policy:

The Royal Free Hospital Children's school (RFHCS) is committed to delivering good outcomes for pupils by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally. The school takes a holistic approach to safeguarding, and children's safety and welfare will be the key focus when developing policies so that the school/college 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.

In line with the Education Act (Section 175, 2002), the school will ensure that arrangements are in place to safeguard and promote the welfare of pupils by –

- Providing a healthy, learning environment that allows them to develop to their full potential
- 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.
- Safeguarding their welfare, particularly those pupils who are most disadvantaged
- Providing pupils with opportunities to discuss issues and report problems affecting their safety and welfare
- Ensuring safe recruitment practices including checking the suitability of staff and volunteers to work with children
- Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns
- Monitoring and supporting pupils who are subject to child protection plans and contributing to the implementation of their plan
- Promoting partnership working with parents and professionals
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe

2 Linked policies:

This policy is one of a series in the school's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:

- Anti-Bullying Policy
- Behaviour Policy
- Confidentiality Policy
- Data Protection Policy
- Dealing with Allegations Against School Staff
- 'E' Safety Policy
- Health and Safety Policy
- Medical Needs Policy including First Aid and Accidents
- PSHCRE Policy
- Risk Assessments (e.g. school trips, use of technology)
- Staff Behaviour Policy (including Acceptable Use of Technology)
- Self Harm policy
- Whistleblowing
- Remote learning policy
- Medical needs policy?

This academic school year (2022/23) the Safeguarding team has made the decision to adopt the following safeguarding policies from Camden CSCP:

- 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](#) as well as on our school website <https://www.royalfree.camden.sch.uk/>

3 Roles and responsibilities

3.1 Children and Learning Directorate

The Directorate includes **Children’s Safeguarding and Family Help (CSFH)**, **Early Help and Camden Learning** and these services will support the school/college to safeguard and promote the welfare of pupils by:

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

3.2 Governing body

The governing body will ensure that the Royal Free Hospital Children’s school 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 duties under the Human Rights Act 1998, the Equality Act 2010 and the Public Sector Equality Duty (see **Appendix 3**).

In particular, the governing body will ensure the following:

- The Royal Free Hospital Children’s school 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.
- The Royal Free Hospital Children's school is able to work jointly with other agencies in order to ensure pupils can access help and support from early help services and statutory social work services and that children's plans are implemented and monitored.
- There is a nominated governor ([Lisa Davies](#)) 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 (Jemma Michelson) 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. (Lilli Lodge and James Friel)
- There is a designated teacher (Jemma Michelson) nominated to promote the educational achievement of looked after children and previously looked after children and that this person has received appropriate training for the role.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection policies and the staff code of conduct policy.
- Staff are confident that they can raise issues with leaders where there are concerns about safeguarding practice at the Royal Free Hospital Children's school and there are robust whistleblowing procedures in place.
- Steps are taken to ensure parents and pupils are aware of the schools 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.
- The school 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 (Nicky Rogal).
- 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.
- The Royal Free Hospital Children's school 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 will ensure that the school meets its statutory safeguarding duty by ensuring the following:

- All staff are aware of their role and responsibilities for safeguarding under Part 1 of the guidance *Keeping children safe in education (2024)* [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education).
- Staff are inducted thoroughly in line with section 5.1 of the *Safer recruitment and staff conduct policy for schools and colleges*. [Schools-safer-recruitment-policy-2024.pdf \(cscp.org.uk\)](https://www.cscp.org.uk/sites/default/files/2024-01/schools-safer-recruitment-policy-2024.pdf)
- 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.
 - Where there are concerns about a child’s welfare, staff will act immediately by seeking the advice of the designated safeguarding lead or their deputies who are most likely to have the most complete safeguarding overview. Following consultation, the designated safeguarding lead should decide on whether to make a referral to CSFH via the Contact Service.
 - Where the referral raises concerns that the child is at risk of significant harm, the case will be passed on to Camden’s MASH team to gather relevant information from other agencies. The Contact Service will inform 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 4 for any child where there are concerns about significant harm and/or taking any immediate action in order to protect the child.
 - Providing services for the child and their family in the meantime whilst work is on-going (including details of services).
 - **Child protection referrals** will be made by way of an e-CAF referral to the CSFH MASH team under the procedures set out in section 4 for any child where there are concerns about significant harm. Parents should be informed that a referral is being made and consent sought, but a referral may still be made even if parents refuse consent.
 - Where the referral raises concerns about the child’s safety and welfare and it is thought a social work service is needed, the case will be passed on to Camden’s MASH team.

- 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*.
- The Royal Free Hospital Children’s school offers a safe environment for staff and pupils to learn.
- Safeguarding issues are brought to the attention of the governing body. This is a standing issue on at governors’ meetings. The DSL also meets with Governor half termly and/or if necessary to discuss updates/issues or concerns relating to safeguarding.

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 the school/college and to be available during school hours for staff to discuss safeguarding concerns.

Additional procedures

To ensure that advice from the designated lead or their deputy is available during school hours, Royal Free Hospital Children’s school has a safeguarding team in place consisting of 3 members of staff. These include both senior and other key members of staff who have responsibility of the different sites where our programmes of study are delivered (RFHCS @ Konstam, Queen Mary House (EDIS) and the Royal Free hospital school room).

Each member of the safeguarding team has a work phone and in the event of any safeguarding concern the DSL and head teacher are contacted directly. In the event that they are unavailable, the DDSL’s are contacted to coordinate a plan moving forward if necessary.

- 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 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 LAC 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 the school 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 the school 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

Parents and carers have the main responsibility for safeguarding and promoting their child's welfare and the school recognises the importance of working in partnership with them to ensure the welfare and safety of pupils

The Royal Free Hospital Children's school 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

In the Autumn term of each new school year, the safeguarding team deliver parent/carer virtual workshops to parents/carers to inform them of the practices and procedures that the school follows when dealing with issues around safeguarding and parent responsibility.

Here we signpost them to guidance available from the DfE on dealing with issues around parental responsibility: <https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility>

3.6 Multi-agency working

The Head teacher will, as appropriate, discuss concerns with parents/carers and inform them if a referral to Social Care is to be made. The exception to this is in situations where it is felt that to discuss concerns with the parent/carer might place the child at further risk (e.g. suspected domestic violence or sexual abuse).

The school 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 2024*.

As a relevant agency under the Camden Safeguarding Children Partnership (CSCP) safeguarding arrangements, we recognise our vital role in safeguarding school-age children and our 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 the school is able to raise any safeguarding issues and emerging trends with the CSCP via the CSCP Head teacher members and/or the Camden Learning representative.

Full details of the arrangements can be found at: [Camden Safeguarding Children Partnership — CSCP — New Safeguarding Arrangements](#)

3.7 Inter-agency working

The school recognises its duty under the Children Act (2004) to work in partnership with other professionals and agencies within the children's workforce in order to deliver integrated services that focus on prevention.

The school works in partnership with hospital departments and other outside agencies that may support the pupil, such as Social Care, Child and Mental Health Services, Education Welfare Services, the Educational Psychology Service and the child's home school

To achieve this, the school will lawfully share information with agencies in order to ensure pupils receive appropriate services, and will use the Common Assessment Framework to assess those children with additional needs and make appropriate referrals to agencies on behalf of the pupil.

The Royal Free Hospital Children's school recognises the central role they play in safeguarding pupils and will ensure that a representative attends all multi-agency meetings such as case conferences, core group and network meetings.

We will liaise with –

- Camden's lead officers for safeguarding wherever there are any concerns or issues relating to safeguarding practice or the safeguarding of individual pupils
- The RFH Paediatrics Team with the shared aim of safeguarding and promoting the welfare of all in-patient pupils

Children who are missing or absent from education or home educated

The Royal Free Hospital Children's school is very aware of those children who are persistently absent or missing from school. The Attendance Policy (due to be published in Spring 2024) states who should be notified, what action taken and any relevant timescales.

Further details: Camden "Children missing from education" policy and CSCB missing children protocol.

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

- The Education Welfare Service
- If the child is already known to CSFH, their allocated social worker will be notified immediately
- If the child is not known to CSFH, but the school has concerns about their welfare, the designated safeguarding lead will make a referral to CSFH

Collection of children from school

Parents must notify the school in advance if someone, who does not have parental responsibility, will be collecting a pupil. In the event that anyone who is not authorised to do so attempts to collect the pupil, the school will not allow the child to leave but contact the parent immediately.

Parents are asked to inform the school if their child is subject to court orders that limit contact with a named individual.

If a pupil, who is usually met by e.g. a parent, is uncollected at the end of the school day, the school will:

- Check with the child to see if there are any changes to arrangements
- Try to make contact with the parent or other family members
- Inform CSFH if there are difficulties in contacting parents, or other family members

3.8 Role of Family Services and Social Work (CSFH)

CSFH is responsible for carrying out Camden's statutory duty to safeguard and promote the welfare of children in the borough by providing services for children who have been assessed as being in need, in need of protection or in need of accommodation under the Children Act 1989.

Intervention by CSFH is based on the assessed level of need or risk the child is experiencing. Levels of need and risk and corresponding responses by CSFH are explained in the division's eligibility criteria for services. CSFH offer a service at the following levels:

- Early help – low level risk

Family Services provide help for children whose needs do not reach the threshold for a statutory social work service but who would benefit from support and services in order to improve outcomes and avoid escalation of problems.

Where staff wish to refer a child for early help services they should complete a CAF assessment and make an e-CAF referral to the Family Service. Parental consent must be sought prior to making any referral.

- Children in Need – medium level risk (ISA level 2)

These are children (including disabled children) who are unlikely to meet a reasonable standard of health and development unless provided with services. Services for these children focus on early intervention and prevention, and are aimed at supporting families so that children are able to remain at home.

Staff who are concerned that a pupil may require a social work service from CSFH because they are in need should complete a CAF assessment and make a referral to the MASH team using an e-CAF referral.

Parental consent must be sought prior to making any referral. Staff may use the monitoring form shown at **appendix 2** to record any concerns and/or monitor the pupils' progress.

- Children in need of protection – high level risk (ISA level 3)

These are children who it is believed are suffering or likely to suffer significant harm requiring statutory intervention via child protection procedures.

3.9 Contacting the police

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

[when-to-call-the-police--guidance-for-schools-and-colleges.pdf](#)

Additional procedures

In the event that the school should need to call 999 in an emergency or the 24 hours police station 101 (Metropolitan Police switchboard):

Kentish town police station
12a Holmes Road London NW5 3AE
Telephone: 0208 733 6234
Email: EK-SchoolsLPM@met.police.uk
www.met.police.uk

Camden schools Officer Name: PC Natasha Cornish

Email address: natasha.cornish@met.police.uk

Contact number: 07825 997235

3.10 Operation Encompass

The school 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 designated safeguarding lead. This will be done as early as possible in the morning and allow the school to silently support the child. This allows for rapid provision of support within the school environment and means that children are better safeguarded against the effects of domestic abuse.

Schools 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.

Camden schools Officer Name: PC Natasha Cornish

Contact Number: 07825 997 235

Email address: natasha.cornish@met.police.uk

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

4 Safeguarding children

The Royal Free Hospital Children's School 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**

The school 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, are 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, the school 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, we 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 the school believes that this is not the case, consideration should be given making a referral for a statutory social work service.

4.2 Referral for a statutory social work service

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

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

The Contact Service will inform the school/college 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

The school 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*)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

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

[What to do if you're worried a child is being abused - Publications - GOV.UK](#)

- The London Safeguarding Children Board procedures

[London Safeguarding Children Procedures](#)

- Keeping children safe in education (*DFE 2024*)

[Keeping children safe in education 2024](#)

In line with these policies and procedures, the school 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 Role of the designated child protection teacher

The Royal Free Hospital Children's School will ensure that a senior member of staff is appointed to the role of designated teacher (Jemma Michelson) to take lead responsibility for child protection issues, and that another member of staff is appointed to deputise in their absence (Lilli Lodge).

Their role is to:

- *Refer cases on appropriately to relevant agencies*
- *Provide advice and guidance for staff on child protection issues*

- *Take the lead in developing, monitoring and reviewing the school child protection policy and procedures and keeping abreast of new policy developments*
- *Oversee child protection systems within the school, including management of records, provision of information to other agencies and the monitoring of pupils who are subject to child protection procedures*
- *Link with and report to the head teacher/principal and the board of governors regarding child protection issues within the school*
- *Provide a link between the school and other agencies, particularly **CSFH** and the Camden Safeguarding Children Board*
- *Ensure staff, including temporary staff, are aware of the school policies and procedures and that appropriate training is taken up at the required frequency*
- *Ensure parents are fully aware of the school policies and procedures and that they are kept informed and involved*

5.3 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**. Please see appendix 1 for a full definition of significant harm and the specific indicators that may suggest a pupil may be at risk of suffering significant harm.
[CP1. Recognising Abuse and Neglect](#)
- 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 2**. Details of any concerning incidents should also be recorded on this form.

5.4 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 or another member of the safeguarding team (DDSL's) in the event they are not available in the first instance.

5.5 Referral

Futures/PATHS/ Medical needs tuition Programmes of study -

- Where possible, a decision on whether or not to refer a pupil to CSFH should be made by the designated safeguarding lead or their deputies 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 the Royal Free Hospital Children's School 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.

In-patient pupils :

- When a child already on the child protection register is admitted to hospital, ward staff notify school staff at the morning handover and through Huddle. The ward staff will provide them with the necessary information (e.g. parental access), on a need to know basis
- The Ward Coordinator is responsible for liaising with ward staff to ensure the school has the most up-to-date information available regarding in-patient pupil welfare
- Any member of school staff who has child protection concerns for an in-patient pupil will put these concerns in writing, inform the designated child protection teacher and Ward Sister on duty, and ensure a copy of their report is given to the RFH Paediatrics matron responsible for child protection

➤ **Safeguarding Lead for Royal Free Hospital Site**

- **Mel Squibb- Safeguarding Children Advisor Mobile: 07970 542219 Tel: 020 7794 0500**
Internal extension: 39511 melissa.squibb@nhs.net
- **Trust Safeguarding LEAD: Helen Swarbrick Pager 1616**

- When the hospital receives a referral form for an inpatient of school age, he/she will inform the designated teacher who will then inform the relevant ward teachers

Young people in the EDIS/ED out patient service- QMH & Royal free hospital ward:

In the event that a member of staff has concerns regarding a young person in the EDIS/ED out patient service they should put these concerns in writing, inform the Royal Free school DSL/Ward Sister on duty, and ensure a copy of their report is given to the EDIS senior leader responsible for child protection: Mimoza Qoba.

- **Mimoza Qoba, CAMHS Clinical Lead**
- **Email: mimoza.qoba1@nhs.net**
- **Tel 02078302769**
- **Mob 07833768186**

In the event that the named safeguarding lead at EDIS/Ward is unavailable directly contact: Mel Squib:

- **Mel Squibb- Safeguarding Children Advisor Mobile:**
- **07970 542219 Tel: 020 7794 0500**
- **Internal extension: 39511**
- **melissa.squibb@nhs.net**

- **Trust Safeguarding LEAD: Helen Swarbrick Pager 1616**

5.6 Attendance at case conferences and core groups

- The designated safeguarding lead will liaise with CSFH to ensure that all relevant information held by the Royal Free Hospital Children's School is provided to CSFH during the course of any child protection investigation.
- The designated safeguarding lead will ensure that the school 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, Programme Lead or Pastoral tutor will be nominated to attend
 - **There will always be attendance by one of the members of the Safeguarding team (DSL or DDSL's)**
 - if no-one from the school can attend, the designated safeguarding lead will ensure that a report is made available to the conference or meeting.

5.7 Monitoring

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

- monitoring will be carried out by the relevant staff member in conjunction with the designated safeguarding lead;

- all information will be recorded on the child protection monitoring/incident form shown at [appendix 2](#) prior to each conference and core group meeting;
- the completed monitoring form will be 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 or is absent.

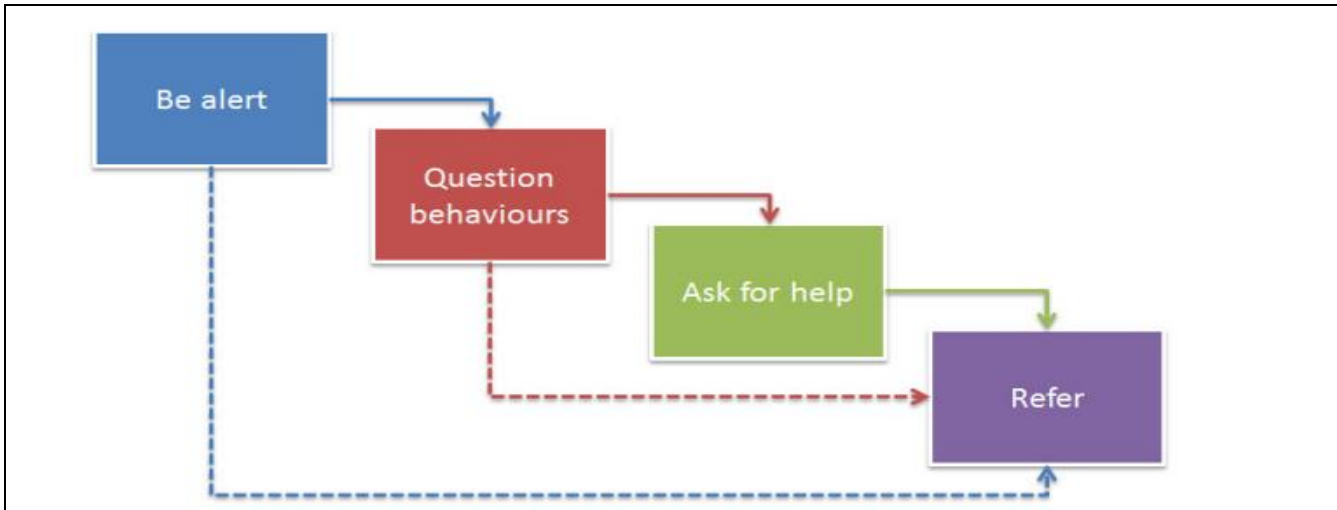
5.8 Records

- 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/college.
- The designated safeguarding lead is responsible for ensuring that records are accurate, up to date and that recording is of a high standard. At Royal Free Hospital Children's School, only the members of the safeguarding team have access to individual pupils records, trails. The DSL and the headteacher are the only ones who have access to Gilby Secure archived records.
- All information should be recorded on the safeguarding monitoring/incident form (see [appendix 2](#)). All records are signed and dated.
- Records show:
 - what the concerns were;
 - what action was taken to refer on concerns or manage risk within the school/college;
 - 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 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 Royal Free Hospital Children's School and should be disposed of as confidential waste.

5.9 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.

All members of staff are expected to be aware of and follow this approach. It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Children's Social Work Services and/or the police.



6.0 Managing behaviour

The school 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*. [Physical-intervention-and-restraint-policy-2024.pdf](#)

6.1 Records and information sharing

The Royal Free Hospital Children's School 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 5.9 of this policy.

7 Health and safety and risk assessments

7.1 Responsibility for health and safety

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

Any health and safety policy adapted by the school 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 the school 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: Sue Caesar
Designation: School Business Manager
Contact details: 07444 806 271

7.2 Risk assessments

The school will seek to identify and manage risk through the use of risk assessments. The school has its own Risk Assessment proforma but also considers Camden's generic risk assessments.

Risk assessments are a method of -

- Identifying hazards
- Evaluating the risks these hazards may present to pupils and staff
- Deciding on appropriate action to eliminate or reduce these risks

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

On occasions, parents who are involved with **CSFH** may become frustrated, angry or hostile; this is a very common reaction as they may be fearful of their children being removed from their care, and from the level of stress that **CSFH** intervention is likely to cause to their family. Such a reaction may be reflected in a mistrust of other agencies working with the child.

CSFH is aware of the impact of parental hostility on schools and take the matter very seriously; any threats against a member of the child's professional network must be examined in order to ensure the safety of the whole network, and may provide an important indication of risk to the child.

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 (**David Wilson**) and the designated safeguarding lead (Jemma Michelson) 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 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/carers will not be subject to DBS checks but their movement around the premises will be supervised. Red and green lanyards worn by parents/carers/visitors reflect the level of access allowed whilst in the Konstam building.
- The head teacher 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 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 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/college premises;
 - suitably supervised by school/college staff at all times;
 - made aware of school/college 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 recognise that alternative provision may increase risk for vulnerable pupils and will follow the relevant government guidance:

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

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

7.6 Use of the school premises by other organisations

The school/college 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 the school 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 the school/college for breach.

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

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

Any allegations arising from incidents happening when the school is being used by another organisation should be dealt with by the school under the CSCP *Guidance for schools on dealing with allegations against staff and volunteers*.

[Introduction](#)

7.7 Monitoring and review

To enable the school to monitor the safety of the premises and the school environment, as well as the implementation of policies, the head teacher 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;
- the school 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 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.

RRHCS policy review cycle related to Safeguarding and child protection:

Safeguarding policies and procedures Yes / No	Last review date	Date shared with school staff	Next review date
Anti-bullying	July 2021	July 2021	July 2024
Attendance	-	January 2024	January 2024
Safeguarding and Child protection (S)	December 2022	January 2024	(Annually) December 2023
Allegations of abuse against members of staff and volunteers	Adopted Camden LA policy	Sep 2022	(Annually)
Looked After Children (S)	Adopted Camden LA policy	Sep 2022	(Annually)
Complaints (S)	October 2021	Oct 2021	Oct 2024
Drugs in School policy	July 2023	July 2023	July 2026
Equality and diversity	July 2020	July 2020	Dec 2023
E Safety	Dec 2020	Dec 2020	Dec 2023
Remote Learning Policy	November 2020	November 2020	Dec 2023
First aid (Medical Needs Policy)	Nov 2021	Nov 2021	Nov 2024
Health and safety (S)	Feb 2021	Feb 2021	Feb 2024
ICT including e-safety	June 2022	June 2022	June 2024
Behaviour Policy	July 2022	July 2022	Dec 2023
Safer Recruitment Policy	Adopted Camden LA policy	Sep 2022	Annually
Safeguarding statement in school prospectus	September 2023	Sept 2023	Annually
Staff code of conduct	Dec 2022	Sep 2022	Dec 2023
Use of force and restraint	Adopted Camden LA Policy	Sept 2021	Annually
Whistle blowing	May 2023	May 2023	May 2025
Self Harm	June 2023	June 2023	July 2026
Safer recruitment and staff conduct policy for schools	Adopted Camden LA policy	Annually	Annually
Physical intervention and restraint policy	Adopted Camden LA policy	Annually	Annually
Schools screening and searching guidance	Adopted Camden LA policy	Annually	Annually
CSCP harmful sexual behaviour protocol	Adopted Camden LA policy	Annually	Annually
Child on child abuse and sexual violence guidance	Adopted Camden LA policy	Annually	Annually

Part B: Additional safeguarding policies and procedures

B1 Children who are missing or absent from education or home educated

The Royal Free Hospital Children's school is fully aware that attendance could be an indicator of welfare concerns. Our new attendance policy (Drafted for January 2024) clearly states who should be notified of an absence and the expected timescale. Parents are asked to provide contact details for at least 2 or more people who can be contacted in the event that a young person does not attend school.

Where a parent notifies the school that they are removing the child/young person 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 young person is already known to **CSFH**, their allocated social worker should be notified immediately
- If the young person is not known to **CSFH**, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to **CSFH**.

• Refer to the following policies:

Camden's "Children missing from education" policy

[Children-missing-from-education-policy-2024.pdf](#)

CSCP missing children protocol:

[Draft CSCB missing protocol](#)

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

- The 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 the school has concerns about their welfare, the designated safeguarding lead should make a referral to **CSFH**.

B2 Child on child abuse

The school 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).

Staff and leadership are to be mindful that some potential issues may be affected by gender, age, ability and culture of those involved.

All incidents of child on child abuse will be dealt with under the *Child on child and sexual violence and harassment guidance for schools and colleges* available at: [Child-on-child-abuse-and-sexual-violence-guidance-2024.pdf](#)

Additional policies

The Royal Free Hospital Children's school has adopted Camden Model policy for Child on Child abuse

B3 Harmful sexual behaviour, sexual violence and harassment

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

The school will follow the statutory guidance *Sexual violence and sexual harassment between pupils* and will work with relevant agencies to safeguard and support victims, take appropriate action against alleged perpetrators and ensure a safe learning environment for all pupils. [CSCP-harmful-sexual-behaviour-protocol-2022.pdf](#)

- The school will take all necessary steps to put in place a planned PHSE curriculum to convey the school policy for preventing harmful sexual behaviour and to promote respectful behaviour between pupils with regards to sexual conduct.
- The school will promote an environment where victims feel empowered to raise concerns and report incidents. Any reports of sexual violence or harassment will be taken seriously and thoroughly investigated by the school and appropriate referrals made to the police and **CSFH**.
- The school will ensure that staff and governors receive relevant training to help them ensure an effective response to incidents that protects individual victims and safeguards the welfare of all pupils and staff.
- The school will ensure staff are able to provide appropriate support to victims and alleged perpetrators that meets their needs and continues to promote their education.

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](https://www.gov.uk/government/publications/searching-screening-and-confiscation)

School Procedures:

- ***The school will ensure there is a robust response to all incidents and will follow the procedures set out in Part 5 of the Keeping children safe in education statutory guidance.***
- ***Reported incidents will be investigated by the member of staff to whom the young person discloses in partnership with the designated safeguarding lead, who will also carry out a risk assessment to look at any continued risk to the victim or other pupils and staff from the alleged perpetrator within the school environment.***
- ***Where the allegation involves material posted online, the school will request that the electronic device is handed over as part of the investigation and will use legal powers to search and confiscate property as set out in the statutory guidance Searching, screening and confiscation advice for schools. <https://www.gov.uk/government/publications/searching-screening-and-confiscation> (Last updated July 2022)***
- ***The member of staff and designated safeguarding lead will write up a record of the investigation that will set out how the school will respond to the incident. (included on individual Safeguarding trail)***
- ***Decisions on responses will be based on the harmful sexual behaviour risk assessment and thresholds set out in the CSCB Harmful sexual behaviour protocol. The designated safeguarding lead may take advice from MASH social workers before making a decision. Possible outcomes include referral to Early Help Services, **CSFH** or the police, or managing the matter internally under school/college behaviour policies.***
- ***Where a referral will be made to **CSFH** or the police under the protocol, the designated safeguarding lead will discuss the issue with the relevant agency and following this discussion a decision will be made on whether and how to inform the alleged perpetrator and their parents.***
- ***The school will take any necessary action to continue to safeguard the victim and other pupils within the school environment based on the level of risk established from the risk assessment, including decisions about the victim and alleged perpetrator sharing classrooms. These decisions will be reviewed in the light of on-going police and **CSFH** investigations to take account of any changes in the status of investigations and any bail conditions placed on the alleged perpetrator.***
- ***Where necessary and appropriate, the school will consider the support needs of the alleged perpetrator and will make referrals to relevant agencies for support on their behalf under the Harmful sexual behaviour protocol.***

Additional procedures

RFCHS has adopted Camden Model policy for Harmful sexual behaviour, sexual violence and harassment
[CSCP-harmful-sexual-behaviour-protocol.pdf](https://www.gov.uk/government/publications/searching-screening-and-confiscation)

B4 Prevention of **extremism and** radicalisation

The school's safeguarding duty includes the duty to promote British values in order to counter the extremist narrative and prevent young people from being radicalised and drawn into **radicalism and to build resilience to radicalisation through the curriculum**. [Promoting fundamental British values through SMSC - GOV.UK](#)

The school/college will follow government guidance and ensure appropriate training for staff and robust filtering and monitoring to IT systems to prevent online radicalisation.

[The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK \(www.gov.uk\)](#)

The school/college has a duty to identify where a child is at risk of radicalisation and seek multi-agency advice and support via a referral to Camden's Channel Panel.

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

The school 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 younger pupil may be at risk due to their parent's radicalisation.

The guidance is available at: [Radicalisation and Extremism - Camden Safeguarding Children Partnership — CSCP](#)

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.

The school designated safeguarding lead should be consulted for internal advice on making a referral. Prior to making a referral the school may also speak to and get advice from Camden's Prevent co-ordinator /Prevent Education Officer (Jane Murphy, jane.murphy@camden.gov.uk or call 020 7974 1008).

Additional procedures

RFHCS has adopted Camden Model policy for Prevention of Radicalisation

B5 Mandatory reporting of Female Genital Mutilation (FGM)

FGM is a cultural practice that involves a procedure to remove part or all of a young girl's female genital organs. UK law regards FGM as violence against women and girls and forbids the practice in the UK or the removal of a woman or girl to another country for the purpose of carrying out the procedure.

The practice of FGM can be found mainly amongst communities from sub-Saharan Africa but can also be practised in communities from the Middle East and Asia. The procedure can be carried out at any age from birth onwards but the average age tends to be 10 to 12 years. The practice can have negative health consequences for the girl both in the short and long term.

The school maintains a high level of awareness regarding girls who are at risk of FGM, or have been abused through FGM, e.g. where a family plans to take the girl out of the UK for a prolonged period. In order to protect these girls, if there is good reason to suspect that the child may be about to have the procedure, the school will contact **CSFH** without notifying the parents.

For girls who have already had the procedure, we would be aware of their returning from a long period abroad; and alert to any noticeable changes in behaviour or health difficulties related to this. In order to protect these girls, the school will contact **CSFH** immediately, especially if the girl has younger female siblings.

The school 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, the school/college 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.

B6 Online safety

As part of its duty to provide a safe learning environment and ensure pupils are taught how to remain safe online, the school/college will implement the recommendations of Camden's model schools online policy available at:

[Introduction](#)

Additional procedures

The Royal Free Hospital Children's school has a separate E-Safety policy updated in November 2023. This also includes a Remote learning Policy and online risk assessments to safeguard our young people learning on virtual learning platforms such as a Google class room and Zoom; a response to new ways of learning post COVID-19 pandemic. As part of referring professionals paperwork to the Camden Medical needs panel it is requested that an online Risk assessment is completed prior to a young person being put on school roll. Further information related to these procedures have also been updated in the School Admission pack (home school agreement 2023).

B7 Looked after and previously looked after children and care leavers

The Royal Free Hospital Children's school 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 designated teacher for LAC 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.

Additional procedures

The Royal Free Hospital Children's school *is aware of our duty to promote the education of previously looked after children. These are defined as children who have left the care system as a result of adoption or special guardianship order. It is recognised that these children may face the same difficulties and have the same vulnerabilities as looked after children.*

Schools should also consider the potential vulnerability of relevant children; these are children who under the Leaving Care Act are children who are aged 16-17 and who were but are no longer looked after.

Many looked after young people in Camden who are aged 16 and 17 who remain looked after may be living in semi-independent accommodation and are particularly vulnerable to a wide range of safeguarding issues and it is imperative that the designated safeguarding lead links with the designated LAC teacher where safeguarding concerns are raised.

We are very lucky to have the experience and expertise of Natalie White, Virtual school Head teacher for Looked after children in Camden, as a member of our school Governing body. She is available to consult and advise all stakeholders directly around issues relating to LAC & Safeguarding young people.

B8 Children with special education needs or disabilities (SEND)

The school 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. The school will follow the CSCP guidance *Safeguarding children with disabilities* available at:

[Safeguarding-children-and-young-people-with-disabilities-Guidance-2023.pdf](#)

Where there are concerns about abuse involving a pupil with SEND, the designated safeguarding lead will liaise with the SENDCO. The school will consider extra pastoral support for pupils with SEND including extra help in supporting communication.

Additional procedures

See also Royal Free Hospital Children's school SEND Policy- revised and updated 2023

B9 Safeguarding vulnerable groups

The Royal Free Hospital Children's school 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.

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

Children who have a social worker

The Royal Free Hospital Children's school 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.

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

Children at risk of forced marriage

Any young person who is being forced into a marriage that they do not consent to will be the victim of child abuse and should be protected. They are likely to be in conflict with their family and may have little trust of adults, especially those from their own community. The family may have made plans to take the young person abroad for the marriage and once this has happened, it becomes more difficult for the authorities in the UK to intervene.

The Forced Marriage Unit of the Foreign and Commonwealth Office has issued guidance for agencies on what action to take when there is reasonable cause to believe a young person may be being forced into marriage. Chapter 7 deals exclusively with the role of schools.

The school maintains a high level of awareness regarding any family's plans to go overseas for a period of time, particularly if an older sibling has been known to have been forced to marry. If the school is concerned or aware that a young person is about to be taken out of the UK, for the purposes of a forced marriage, CSFH is immediately notified. The family would not be notified or approached in any way.

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

Domestic abuse and/or sexual violence

The definition of domestic abuse now includes victims aged 16 and 17 years old and that these victims should be referred to Camden Safety Net for a service in their own right. Some young people may be at risk because of parental domestic violence or because they are involved in a violent relationship themselves.

If the school is worried about a child or young person affected by domestic or sexual violence, they can refer them to the specialist worker based in the **Camden Safety Net on 020 7974 1864** for advice and support.

<https://cscp.org.uk/resources/domestic-violence-and-abuse/>

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-2019.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

A privately fostered child is a child or young person aged up to 16 who is cared for by someone who is not a parent or close family member such as a grandparent, aunt, uncle or sibling, and where the care arrangement will last more than 28 days.

Private fostering is a private arrangement between parents and the carer and normally happens where parents are working or studying away or a child is sent to the UK to live with family friends or distant relatives. In general, privately fostered children are well cared for but some arrangements may be a cover for trafficking. All private fostering arrangements must be notified to the local authority and Camden has a duty to visit a privately fostered child in order to safeguard their welfare.

<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

Young carers are children who frequently take on responsibility for looking after parents or younger siblings, carrying out household tasks such as cleaning and cooking beyond what would normally be expected of a child of their age. This may be due to parental disability or ill health. Being a young carer can severely restrict a child's life and can lead to poor educational outcomes and social isolation.

If the school has 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

<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

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

The school 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. The school 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.

B10 Extra-familial harm and exploitation

The Royal Free Hospital Children's school 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. As young people grow more independent and spend more time away from home, they may face more risk from safeguarding threats outside of the home. These threats may be from within the community, from other pupils at school/college or from their own peer group rather than from within the family (extra-familial harm).

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.

Child sexual exploitation describes situations where a young person takes part in sexual activity either under duress or in return for goods, food or accommodation. It normally takes place in the context of an exploitative relationship where there is a power imbalance between the young person and their abuser, e.g. a much older boyfriend.

Often, the young person is not aware that they are being abused, but a feature of the exploitation is that the young person cannot be said to have given proper consent. Some children may already be in exploitative sexual relationships, others may be being groomed. The school maintains a high level of awareness regarding pupils who may be truanting, who have unexplained expensive goods and clothes or who talk about a much older sexual partner.

In order to protect these young people, the school will make referrals, as appropriate, to Camden Safeguarding Children Partnership. <https://cscp.org.uk/>

The school 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

Some young people may be at risk either because they are involved in gang activity or because they become a victim of gangs. Gang members may also be putting younger siblings at risk of violence from rival gangs, or younger siblings may

be being groomed into the gang culture. Female siblings in particular may be at risk of sexual exploitation or sexual violence.

All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:

- **Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs**
- **Increased absence from school**
- **Change in friendships/relationships with others/groups**
- **Significant decline in performance**
- **Signs of self-harm/significant change in wellbeing**
- **Signs of assault/unexplained injuries**

Schools 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.**

If the school is worried about a child or young person it can refer to the Department for Education guidance. *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

Running away is a dangerous activity that puts children at risk. The school is aware of the Camden Safeguarding Children Board guidance on missing children, their role in helping to locate missing children and actions the school can take to help them reintegrate into school on their return.

If the school is worried about a child or young person who is thinking about running away, they can **refer the young person to the Barnardo's project on 020 7700 2253** for support to help them to deal with issues and stop them running away.

The school maintains a high level of awareness that going missing can be an indicator of other issues, such as child sexual exploitation, gang activity modern slavery, criminal exploitation and trafficking.

Modern slavery and trafficked children

Some children may have been illegally brought into the UK for the purposes of commercial gain, for example as domestic servants or forced labour. They will be heavily controlled by their exploiters and likely to be moved frequently in order to avoid detection by the authorities. To avoid suspicion, traffickers may enrol a child on entry to the UK posing as a family member but remove the child from school shortly after.

The school maintains a high level of awareness regarding any child who suddenly "disappears" with no prior explanation. If the school is worried about a child or young person it can refer to Camden Safeguarding Children Board guidance on child trafficking. Concerns about a child are notified to **CSFH**. The CSCB protocol provides guidance for agencies where it is thought children have been trafficked into or within the UK or where they are vulnerable to modern slavery/forced labour this includes young people who are criminally exploited under the county lines model.

For more information on county lines: see the Home Office guidance.

[Child Trafficking and Modern Slavery - Camden Safeguarding Children Partnership CSCP](#)

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

[Missing Children from Home and Care - Camden Safeguarding Children Partnership CSCP](#)

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.

B11 Children and young people experiencing mental health issues

The Royal Free Hospital Children's school recognises that some pupils may experience mental health issues that can negatively affect their behaviour and their ability to participate fully in education.

We are 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](#)

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.

The Royal Free Hospital Children's school 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.

The Royal Free Hospital Children's school 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.

We 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. We 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

The Royal Free Hospital Children's school works with a variety of mental health leads and CAMHS workers. These include professionals within MDT teams; Early Help (All Tiers of supportive teams), CAMHS consultants at Royal Free Paediatric ward, Royal Free hospital Safeguarding colleagues & nursing / other medical staff, NHS SALT colleagues, Camden Educational Psychologist service, independent charities and Social care.

RFHCS works with an Educational Psychologist who oversees the mental health support within the school.

Procedures to safeguard mental health are embedded into staff practices when working with young people within all Royal Free School educational programmes of study.

Each educational programme has a Pastoral programme manager (leading on coordinating pastoral TAC/TAF and other operational tasks relating to mental health and well being) and each young person is assigned a pastoral tutor to work with.

A weekly Learning and wellbeing meeting takes place at the beginning of every week. Here, young people from our different programmes are discussed in alternative weeks on a A/B cycle. Key areas of discussion leading the MDT discussion around the young persons progress are; Safeguarding, learning, mental health & Wellbeing.

In the event that a young person enters a period of crisis related to their mental health or any wider safeguarding/CP concern this is raised immediately with the DSL/DDSL's and a plan of action is devised. This is re-visited the alternative week for updates on actions taken.

B12 Other relevant safeguarding policies

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

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

Anti-discrimination & harassment

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

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

Bullying (including cyberbullying)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288444/preventing_and_tackling_bullying_march14.pdf

Children missing from school https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268987/cme_guidance.pdf

Complaints

Drugs/substance misuse: [Drugs: advice for schools - Publications - GOV.UK](https://www.gov.uk/government/publications/drugs-advice-for-schools)

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](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions)

No smoking (EYFS)

Mental health [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental Health and Behaviour - advice for Schools 160316.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508847/Mental_Health_and_Behaviour_-_advice_for_Schools_160316.pdf)

Physical intervention https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268771/use_of_reasonable_force_-_advice_for_headteachers_staff_and_governing_bodies_-_final_july_2013_001.pdf

Private fostering

Promoting British values/Radicalisation and violent extremism [Promoting fundamental British values through SMSC - Publications - GOV.UK](https://www.gov.uk/government/publications/promoting-fundamental-british-values-through-sm-sc)

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

Sexting : <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

Gender-based violence/teenage relationship abuse

Trafficking https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf

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

Appendix 1:

CHILD PROTECTION; DEFINITIONS AND INDICATORS

Definitions

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

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

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

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

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

Possible indicators of abuse and neglect

Neglect	<ul style="list-style-type: none"> • Inadequate or inappropriate clothing • Appears underweight and unwell and seems constantly hungry • Failure to thrive physically and appears tired and listless • Dirty or unhygienic appearance • Frequent unexplained absences from school • Lack of parental supervision
Physical abuse	<ul style="list-style-type: none"> • Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury • Injuries in unexpected places or that are not typical of normal childhood injuries or accidents • High frequency of injuries • Parents seem unconcerned or fail to seek adequate medical treatment
Sexual abuse	<ul style="list-style-type: none"> • Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child’s age/stage of development • Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend • Continual, inappropriate or excessive masturbation • Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy • Unwillingness to undress for sports
Emotional abuse	<ul style="list-style-type: none"> • Developmental delay • Attachment difficulties with parents and others • Withdrawal and low self-esteem
Indirect indicators of abuse and neglect	<ul style="list-style-type: none"> • Sudden changes in behaviour • Withdrawal and low self-esteem • Eating disorders • Aggressive behaviour towards others • Sudden unexplained absences from school • Drug/alcohol misuse • Running away/going missing
Parental attributes	<ul style="list-style-type: none"> • Misusing drugs and/or alcohol • Physical/mental health or learning difficulties • Domestic violence • Avoiding contact with school and other professionals

Appendix 2: Cause for concern form

Pupil Name			
Day/Date/Time		D.O.B	
Member (S) of staff noting concern			

Concern (Please describe as fully as possible) :

Actions Taken			
Date	Person taking action	Action	Signature

Action to be taken by referrer.....

Date Feedback given _____ Person giving feedback _____

Please pass this form on to the Designated Safeguarding Leas when completed. THANK YOU.

Appendix 3: Legal duties

Human Rights Act 1998

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

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

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

Equality Act 2010

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

Schools must be able to demonstrate that they have taken proportionate positive action and/or made reasonable adjustments in order to deal with the disadvantages faced by these groups. For more guidance see:

[Equality Act 2010: advice for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010-advice-for-schools)

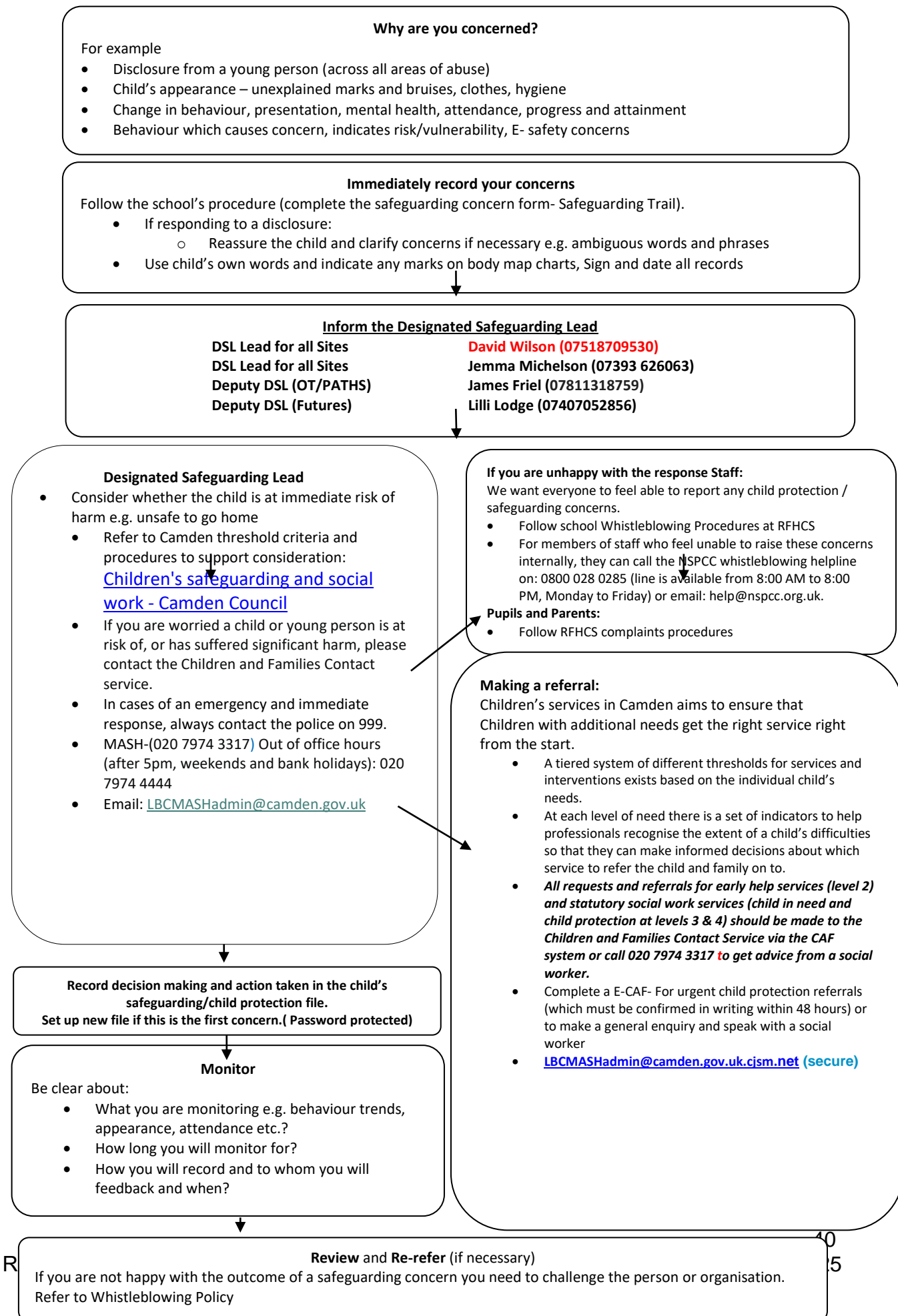
Equality Duty

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 \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/technical-legal-guidance/technical-guidance-on-the-public-sector-equality-duty)

Appendix 4: RFHCS Referral flow chart :

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



Appendix 5: RECRUITMENT AND SELECTION CHECKLIST

Safer Recruitment Checklist

Please use this checklist to ensure robust procedures are followed during the recruitment of all new staff

Name of school:		Staff member completing checklist:	
Name of staff member:		Date of completion:	

Preparation for post	Y	N	Notes
There is a statement referencing the school's commitment to keeping children safe included in all documents eg <i>"This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"</i> .			
The interview process has been planned to allow sufficient time for each stage of the process eg for collecting references and contacting referees.			
Adverts state that the successful applicant will be required to go through a robust vetting process eg all applicants will be required to have an enhanced DBS check if working in "regulated activity".			
Applicants are informed of their safeguarding responsibilities in job descriptions and other information sent to them. They are made aware that there is a strict code of conduct for all staff			
Applications			
All applications are received on a standardised application form. CV's are not accepted.			
Applicants are informed that; <ul style="list-style-type: none"> ○ The post is exempt from the Rehabilitation of Offenders Act 1974 ○ The successful applicant will be required to provide a DBS check at the required level ○ References will be taken up (prior to interview) and previous employers may be approached to verify information ○ The employer will seek information from previous employers about any disciplinary procedures relating to children or child protection concerns. ○ Providing false information is an offence. ○ 			
Application forms are scrutinised by at least 2 people <ul style="list-style-type: none"> ○ Is the form complete? ○ Is the information provided consistent? ○ Are there any gaps in employment? ○ Are there any safeguarding concerns? 			
Shortlisting			

Agree shortlisting panel. At least one person should have attended Safer Recruitment training within the last 3 years.			
References for all shortlisted candidates are sought prior to interview.			
Interview questions are agreed prior to interview.			
References are sought directly from the referee, not handed over by the candidate.			
Verbal references are always followed up by written ones.			
References are requested on a standard reference proforma.			
At least 2 references are sought, at least one is from the current employer or a previous employer where the candidate worked with children.			
References ask; <ul style="list-style-type: none"> ○ About the candidates suitability for the post and their suitability to work with children. ○ Whether there have been any disciplinary procedures relating to children ○ Whether there have been any allegations raised in relation to the safety or welfare of children. 			
Referees are always phoned to verify that they have provided the reference and to discuss any content that needs checking			
Interviews			
The following checks are completed at the interview stage or prior to interview <ul style="list-style-type: none"> ○ The identity of the candidate ○ Specific qualifications or experience ○ Registration with a professional body if required ○ Right to work and live in the UK for overseas applicants ○ Whether they have lived or worked overseas for more than 3 months, even as a UK citizen 			
All interviews are conducted face to face by a minimum of 2 people			
Interviews are structured so the same information is sought from each candidate			
Appointment			
When an offer of appointment is made is it made on condition that all pre-employment checks are satisfactorily completed including vetting (DBS) checks and prohibition checks for the UK and overseas.			

Appendix 6: National Support websites

National Support

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Pupils

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape: www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): <https://napac.org.uk/>
- MOSAC (Mothers of sexually abused children): MOSAC - Mothers of Sexually Abused Children
- Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Solace Women's Aid: Solace Womens Aid: violence against women ends here
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- Domestic abuse services: www.domesticabuseservices.org.uk Domestic abuse: how to get help - GOV.UK

Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

Sexual Abuse and CSE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Parents Info: Programmes and resources | Parent Zone | At the heart of digital family life
- Internet Matters: www.internetmatters.org
- Net Aware: www.net-aware.org.uk
- ParentPort: www.parentport.org.uk
- Get safe Online: www.getsafeonline.org

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Appendix 7: Safeguarding procedures at Royal Free Hospital

What if you have any safeguarding concerns at the hospital?

If for any reason you have safeguarding concerns when based at the hospital, it is essential this is reported to the hospital safeguarding team so they have a record for their team to follow up and can inform and update existing information.

The Designated Safeguarding Lead (DSL) at RFHCS is Jemma Michelson who can be contacted on jemma.michelson@royalfree.camden.sch.uk or 07732108516

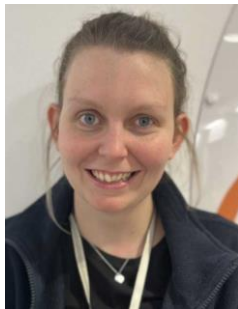
- In the first instance, please report your concerns to **Steve Green**, our Deputy Head teacher who is responsible for operations on 6 North, on **0207 472 6298** or ward@royalfree.camden.sch.uk
- Capture your concern on our 'Record of concern' form.
- If Steve is unavailable, please inform any member of the school team found in either the office or classroom.
- Steve will then contact the hospital safeguarding team who will decide on the most appropriate action.
- In the event that Steve or Jemma (DSL) are not available please report your concerns to the Nurse in charge.

The Royal Free Hospital Children's school feed into hospital safeguarding procedures. Following this procedure is essential so a comprehensive picture can be formed. As a school, we will not have access to that information, so it is vital this information is passed on.

The main contacts for the Royal Free London NHS Foundation Trust safeguarding team are as follows:



Mel Squibb
Named Nurse for Safeguarding
melissa.squibb@nhs.net
07970 54221



Dani Nash
Specialist Nurse for
Safeguarding
danielle.nash7@nhs.net
07929 790990



Sahar Kashef
Safeguarding Children's Nurse
sahar.kashef@nhs.net

Safeguarding Office: 0208 216 5419 Team email rf-tr.safeguardingteam@nhs.net

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

Why are you concerned?

For example:

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

Immediately record your concerns

Follow the school's procedure (complete the safeguarding concern form-return to Steve Green (Deputy Head teacher or Jemma Michelson (DSL)

- 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 a member of the Safeguarding team

Deputy Head Teacher
DSL

Steve Green 0759 6399249 Internal. 38914
Jemma Michelson 07732 108 516

Deputy Head teacher/DSL will:

- Collect cause for concern form
- Discuss with concern with member of teaching staff, volunteer or other professional
- DHT/DSL will pass this onto Nurse in charge and contact a member of the Royal Free

If for any reason you cannot locate the DHT or DSL:

- Complete cause for concern form
- Return this form to the Nurse in charge
- Nurse in Charge will add to hospital EPR hospital notes
- Nurse in charge will pass on to a member of the Hospital safeguarding team/ Named doctor for safeguarding and child protection

Pass onto Royal Hospital Safeguarding Team:

Dani Nash Specialist nurse for safeguarding children

- Mobile: 07929 790990 Tel: 020 7794 0500
- Internal extension: 39511
- danielle.nash7@nhs.net

Additional Safeguarding Team members:

- Sahar Kashef Sahar.Kashef@nhs.net
- Mel Squibb, named nurse for safeguarding children melissa.squibb@nhs.net / 07970542219
- Safeguarding inbox: rf-tr.safeguardingteam@nhs.net

RFH safeguarding team will add to their EPR system and follow their own safeguarding procedures to record/respond/refer onto relevant services.

The Royal Free Hospital Children's school feed into Royal Free hospital safeguarding procedures.

Following this procedure is essential as the hospital will have access to background and other details so a comprehensive picture can be formed.

As a school, we will not have access to that information, so it is vital the lead is taken up by the hospital.

Additional Safeguarding on the Paediatric Ward:

- ❖ Safety huddle meetings 9:30am daily
 - Attended by ALL MDT professionals on 6North that day
 - Royal Free school in attendance
- ❖ Psychosocial CAMHS meeting every Thursday
 - Chaired by a member of Royal Free hospital trust Safeguarding team
 - Royal Free school in attendance

It may be the case in more serious incidents the hospital safeguarding team also involve the Safeguarding Trust Lead:

Mel Squibb, named nurse for safeguarding children
Helen Swarbrick head of safeguarding

Safeguarding Office: 0208 216 5419

Team email: rf-tr.safeguardingteam@nhs.net

