

# THE CHILDREN'S HOSPITAL SCHOOL



## Safeguarding and Child Protection Policy & Procedures at the Children's Hospital School at GOS & UCH

The Children's Hospital School at Great Ormond Street & UCH		
Review Frequency	Yearly	<i>Next review date: Autumn 2020</i>
Previous Reviews	Summer 2018 Safeguarding Governor and Head Teacher ( <i>contact information updated Feb 2019</i> )	
Full Governing Body Ratification	Yes	<i>Date: Autumn 2019</i>
Approving Committee	A&C	<i>Date: Autumn 2019</i>
Policy Holder (name of staff)	Jackie Goldsmith	
Published on website	Yes	<i>Date: November 2018</i>

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# **1 Purpose of policy**

This policy sets out how the school will meet its statutory duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and help them to achieve good outcomes. The school will achieve this by providing a safe learning environment and ensuring school staff have the skills and knowledge to take action where children are in need of help or protection.

The staff at The Children's Hospital School should not investigate concerns themselves, but have a key role in referring them to GOSH Social Work Dept.

Staff should read carefully Appendix 4 of this document and ensure that they comply with childcare legislation requiring self-disclosure of certain criminal offences for those working in a regulated activity. This would include those working or providing cover in the Activity Centre during term-time and/or the holidays.

This policy should be read in conjunction with the schools' other internal policies relevant to safeguarding and child protection - see below.

- Online Safety Policy
- Safer Recruitment Policy
- Whistle blowing Policy
- Changing Children's Clothes Procedure
- Dealing with Allegations against Staff
- Missing Child Policy
- Uncollected Child Procedure
- The Positive Touch Policy
- Health & Safety Policy
- Looked After Children Policy

School staff should also read the GOSH and UCH Safeguarding Children and Young People policy and guidance

## **2 Roles and Responsibilities**

The Children's Hospital School operates on two sites: Great Ormond Street Hospital (GOSH) incorporating the Hospital School and The Activity Centre and University College Hospital (UCH). Staff, Governors and Volunteers working on either site will therefore follow and adhere at all times to the guidance, child protection policy and procedures issued by the GOSH NHS Trust or UCLH NHS Foundation Trust as appropriate.

The Children's Hospital School pays due regard to the child protection policy and practices of Camden LA and receives guidance and advice on implementation of these policies.

### **2.1 Governing Body**

The Governing Body will ensure that the school meets its statutory duties with regard to safeguarding and protecting pupils and that the following are in place:

- The school is able to work jointly with other professionals in the hospital and other agencies in order to ensure pupils can access help and support from early help services and statutory social work services and that children's plans are implemented and monitored.
- There is a nominated governor with responsibility for liaising with Camden Safeguarding Partners for safeguarding and child protection matters and who links with the LADO in the event of an allegation against the head teacher.
- A senior member of staff is appointed the designated safeguarding lead with responsibility for carrying out the statutory duties as set out in this policy, the individual is given sufficient time and resources to carry out their responsibilities and that another member of staff is appointed to deputise in their absence.
- There is a designated teacher nominated to promote the educational achievement of looked after children and previously looked after children and that this person has received appropriate training for the role.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection policies and the staff code of conduct.
- Steps are taken to ensure parents and pupils are aware of the school's safeguarding and child protection policies and procedures.
- Governors take steps to ensure children are given opportunities within the curriculum to learn how to keep themselves safe, including on-line safety.

- The school has appropriate written procedures in place to ensure safe recruitment practices, 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 safer recruitment training.
- All staff receive safeguarding and child protection training at least every 2 years.
- The school has procedures in place to deal with allegations made against other pupils and pupils who go missing from education. A dedicated Communications Officer follows up on any children who are missing from education.
- 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.

## **2.2 The Head Teacher**

The Head Teacher will ensure that the school meets its statutory safeguarding duty by ensuring the following:

- Staff are inducted thoroughly so that they are fully aware of the school safeguarding and child protection policies and the relationships policy and are able to fully implement these.
- All staff are able to identify those children who need extra help and can make appropriate referrals to early help services.
- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and know how to can make appropriate referrals to the social work team.
- Staff are able to work in partnership with other agencies to safeguard children, including 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.
- The school offers a safe environment for staff and pupils to learn.
- Safeguarding issues are brought to the attention of the Governing Body.

## **2.3 Role of the designated safeguarding lead**

The role of the designated safeguarding leads is to:

- Liaise with and manage referrals to relevant agencies such as Family Services and Social Work (FSSW), Children's Safeguarding and Social Work (CSSW) the LADO and the Disclosure and Barring Service (DBS) and the hospital social work team.
- Keep the head teacher and the Governing Body informed of on-going safeguarding and child protection issues and enquiries.
- Provide advice and guidance for staff on safeguarding and child protection issues and making referrals.
- Ensure the school's safeguarding and child protection policies are up to date and consistent with Camden's Safeguarding Partners' policies and that policies are reviewed annually.
- Ensure all staff, including temporary staff, are aware of and understand the policies and procedures and are able to implement them.
- Attend regular training, including Prevent awareness training and the designated teachers' meetings hosted by CSF, GOSH & UCH in order to keep up to date with new policy, emerging issues and local early help, safeguarding and child protection procedures and working practices.
- Have an awareness of those children who may be in need, young carers and children who have special educational needs
- Ensure staff understand the higher risk of vulnerability for children with SEN and disabilities in terms of bullying, peer group isolation and how their behaviour, mood and injury may relate to abuse and not just their SEN and disability.
- Oversee child protection systems within the school, including the management of records, standards of recording concerns and referral processes.
- Provide a link between the school and other professionals in the hospital and external agencies, particularly FSSW, CSSW and the Camden Safeguarding Partners
- Ensure staff, including temporary staff, receive appropriate safeguarding and child protection training every 2 years.
- Ensure parents are fully aware of the school policies and procedures and that they are kept informed and involved.



- Ensure relevant records are passed on appropriately when children transfer to other schools.

## **2.4 Working with parents and carers**

The school recognises the importance of working in partnership with parents and carers to ensure the welfare and safety of pupils.

The 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 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.

## **2.5 Multi-agency working**

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 2018 , Keeping Children Safe in Education 2019 and Information Sharing 2018

The school recognizes its vital role in safeguarding children up to age of 18 and will co-operate with local Safeguarding Partners to ensure joint working with partner agencies in order to improve outcomes for all children.

### **3. Safeguarding children**

The school will carry out its duty to safeguard pupils which is:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role so as to enable children to have optimum life chances so they can enter adulthood successfully.

To achieve these aims, the school will:

- Identify children who need extra help at an early stage and make appropriate hospital referrals for an early help service to prevent concerns escalating. See Appendix for list of groups of children whose circumstances mean they will require early help
- Monitor and review any early help provision to ensure outcomes for the child are improving. If it is believed that this is not the case, consideration should be given to making a referral for a statutory social work service
- Identify children who may be suffering from significant harm and make a child protection referral to the hospital social work dept. Camden Safeguarding Partners, CSSW or FSSW as appropriate.
- Seek parental consent for referral but a referral will be made regardless of consent being given in cases there are safeguarding concerns about the child and making a referral is a proportionate response to those concerns.
- 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. At UCH this will be through morning handover briefings.
- Have a GOSH Social Work Dept link (Rob Brown, Senior Practitioner x5320, b1p 0170) in place to ensure good communication between School and Social Work staff. GOSH Social Work staff have a responsibility to alert the School and Activity Centre if there is a patient or sibling of a patient subject to child protection or safeguarding concerns.

## 4 Child protection procedures

### 4.1 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 2018*)

[Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children - About the Department](#)

- What to do if you're worried a child is being abused (*DCSF 2015*)

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

- The London Safeguarding Children Board child protection procedures

[London Safeguarding Children Board: Child Protection Procedures](#)

In line with these policies and procedures, the school will:

- Identify those pupils where there are child protection concerns and make a referral to the Social work team or CSSW
- Attend child protection case conferences in order to share effectively 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, continually monitoring the child's wellbeing and liaising with the allocated social worker as required.
- Offer a curriculum with opportunities for pupils to learn how to keep themselves safe, including online, and offer guidance on healthy relationships in line with the new statutory duty to provide relationships and sex education.

## **4.2 Recognition**

- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a pupil are reported to the designated safeguarding lead.
- Staff should refer to appendix 1 for a full definition of significant harm and the specific indicators that may suggest a pupil may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with 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 and logged on Datix.

## **4.3 Dealing with disclosures**

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 the FSSW MASH or the social work team;
- 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 teacher.

## 4.4 Referral

- A decision on whether or not to refer a pupil to the social work department should be made by the designated safeguarding lead or one of their deputies following a discussion with the member of staff who has raised concerns.
- Referrals should be in writing using the social work referral form on the home page of the GOSH computers. It should be completed by the teacher raising concerns in collaboration with the designated teacher. Urgent child protection referrals will be accepted by telephone but must be confirmed in writing 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 social work team to obtain advice on how to proceed..
- If there is a concern about risk of harm to a child or additional support is needed a referral will be made to social work. It is best practice however to seek parental consent except for certain circumstance’s when it may further jeopardise the child’s safety (e.g. sexual abuse, FII).
- If the child already has an allocated a social worker, the referral should be made directly to them. If the child lives outside Camden, a referral should be made to their home local authority via hospital social work team.
- The 2003 Female Genital Mutilation Act introduced a mandatory reporting duty which requires teachers to report to the police ‘known’ cases of FGM in under 18s which they identify in the course of their professional work.
- Therefore, if in the course of your teaching duties, you are informed by a girl under 18 that an act of FGM has been carried out on her, you must report the matter to the police as soon as possible, usually by the close of the next working day. You should also report the matter to the School’s Safeguarding Lead. If you suspect that FGM may have taken place you should seek advice immediately from the School’s Safeguarding Lead.
- Although support staff do not have the same statutory duty as teachers, they should report immediately any instance of known or suspected FGM to the School Safeguarding Lead who will ensure that any known instance is reported to the police.

See government guidance for further information:

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

#### **4.5 Attendance at case conferences and core groups**

- The designated safeguarding lead will liaise with the Social work dept. to ensure that all relevant information held by the school is provided to CSSW 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 their teacher will be nominated to attend.
- Failing that, the designated safeguarding lead or one of their deputies will attend.
- 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.

#### **4.6 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 social work team CSSW if the child is removed from the school roll, excluded for any period of time or goes missing.

## 4.7 Peer on peer abuse

Our school ensures that all staff are aware of peer on peer abuse and know what action to take when a pupil's behaviour is likely to cause harm to other pupils. Peer on peer abuse may take the form of:

- bullying and cyberbullying
- physical violence
- sexual violence and sexual harassment
- upskirting – *this is now a criminal offence under the Voyeurism Offences Act 2019*
- sexting
- initiation rites (hazing).

We promote positive relationships (See Relationships Policy) and teach pupils about healthy and unhealthy relationships as part of PSHE. Sexual violence and sexual harassment are not acceptable and will not be tolerated. They will not be viewed as 'having a laugh' or 'banter and part of growing up'. We promote an environment where victims feel empowered to raise concerns and report incidents.

Where a pupil's behaviour causes significant harm to other pupils, for example through violent or sexually abusive behaviour, we will make an immediate needs and risk assessment and refer the pupil to the social work team in the hospital. For siblings we would also contact Camden and their local social work team where appropriate.

We will look at what level of harm the child poses to any victim and other pupils and take appropriate action to reduce this risk. The needs and wishes of any victim will be considered, particularly with regard to sharing classes with the perpetrator, and appropriate measures will be adopted to help keep them apart while incidents are being investigated.

Where necessary and appropriate we will consider the support needs of the alleged perpetrator and will make referrals to relevant agencies for support on their behalf.

We will ensure that 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 2019 statutory guidance.

See: [Camden Safeguarding Child Board Policies & Procedures](#)

See: Appendix 1: Brook sexual behaviours traffic light tool in the above document for Risk assessment guidance

[Updated DFE guidance and our peer on peer abuse toolkit for schools](#)

## 4.8 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.
- The designated safeguarding lead is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.
- All information should be recorded on the safeguarding monitoring/incident form (see appendix 2) and all records should be signed and dated.

Records should show:

- What the concerns were
- What action was taken to refer on concerns or manage risk within the school
- Whether any follow-up action was taken
- How and why decisions were made
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
- The monitoring/incident form must be completed;
- Whenever concerns arise or there is a serious incident **or** where a child is being monitored, prior to a case conference or core group meeting.
- Where a child who is subject to a 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.
- Child protection records will be kept in line with the school's data retention procedures.



## **4.9 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 CSSW 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. Young people aged 16 and over are able to give their own consent.
- Where a child is at risk of suffering significant harm, schools have a legal duty to share this information with CSSW and the social work team make appropriate referrals. Equally, where a child is subject to a child protection investigation, schools must share any information about the child requested by CSSW and the social work team
- Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, school should consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child?
- Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However, it should be discussed with the social work team on a "no names" basis to gain advice on whether this course of action should be taken.
- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of 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 social work team

## **5 Staff practice and conduct**

### **5.1 Induction and training**

- The head teacher will ensure that all staff are fully inducted, are made aware of the school's safeguarding and child protection policy and procedures, behaviour principles, relationships policy, staff code of conduct and Children Missing from Education policy and that staff are fully aware of their role in implementing these.
- The designated safeguarding lead will ensure that all staff are fully inducted with regard to the school child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis. The lead will also ensure all staff have read KCSIE (2019)( Part One and Annex A)
- The head teacher will keep a central record of all statutory and other training undertaken by staff members, governors and volunteers.
- School staff and governors will receive multi-agency safeguarding training provided by Camden Safeguarding Children Board at the relevant level.
- As well as basic safeguarding training, the designated safeguarding lead and their deputy will receive specific training on their role and other relevant multi-agency training courses provided by Camden SCB.
- School staff will also receive training on the use of the Common Assessment Framework assessment and referral process as part of their safeguarding training.

### **5.2 Lone Working**

#### **HSE Definition - People who work by themselves without close or direct supervision**

It is the responsibility of staff:

- to ensure they do not take unnecessary risks
- to care for their own health and safety
- to follow all health and safety policies,
- to report any incidents

**Staff should always carry their GOSH/UCH identification badges at all times.**

It is recognised that teaching staff are vulnerable to allegations being made against them because they often work with children alone and the activity can involve some physical contact with a child. (Please see The Positive Touch policy)

The school assesses whether rooms/spaces used for teaching are adequately safe and open locations that can be easily observed by others.

As far as possible school staff should ensure they can be seen by ward staff, for example, work with curtains partially rather than fully closed.

### **Working out of hours**

If you are working late and are alone please ensure you inform security. A member of the leadership team should also be informed.

### **Home visits**

Home visits can produce particular risks, for example unsafe houses.  
Staff should not attend alone.

## **5.3 Conduct and safe teaching practice**

- The school expects staff and volunteers to set a good example to pupils through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- The head teacher will ensure that there is a written code of conduct in place and that each member of staff, including volunteers, signs a code of conduct agreement on appointment that sets out the school expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.

All staff and volunteers are expected to comply with hospital safeguarding policies and procedures. Safeguarding training is provided by the school and the hospital.

- Staff and volunteers should be aware of current guidance on safe teaching practice contained in the DCSF *"Guidance for safer working practice for adults working with children & young people"* (2015)
- Staff sign a Safer use of the Internet form to confirm their compliance with the school's policy on online safety and the use of social media, particularly in relation to professional standards and relationships with pupils.

## **6 Children who are missing from education or home educated**

The Children's Hospital School at GOSH & UCH are aware that some children may be persistently absent or missing school and that this may be an indicator of welfare concerns.

Our attendance policy states clearly who needs to be notified and what action should be taken and any relevant timescales. Parents are asked to provide contact details for at least 2 people who can be contacted in the event that a child does not attend school. Schools should refer to Camden's "Children missing from Education" policy and the CSCP missing children protocol for further details.

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

- The Education Welfare Service must be notified of all decisions
- If the child is already known to CSSW, their allocated social worker should be notified immediately.
- If the child is not known to CSSW, but the school has concerns about their welfare, the designated safeguarding lead should make a referral to CSSW.

## **7 Mandatory Reporting of Female Genital Mutilation (FGM)**

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

Where a pupil makes a disclosure of FGM, we will follow the mandatory reporting rules and make appropriate referrals to the police as set out in the CSBC guidance available at: [FGM mandatory reporting guide](#)

## **8 Behaviour management, physical Intervention and Restraint**

Our school has a Relationship policy which covers how we manage behaviour, physical intervention and restraint. This is in line with government guidance and GOSH/UCH Hospital Policies.

*Physical intervention and restraint for our pupils who are particularly vulnerable should only be used as a last resort, when de-escalation strategies have failed, and when there is a clear risk of serious harm to the pupil or others or serious damage to property.*

*Decisions on when to use physical intervention are a matter of professional judgement, and any intervention or restraint should be proportionate, reasonable and necessary to the perceived risk and should continue only for as long as the risk remains. Should such an intervention be required details would be recorded on Datix and the parent/carer contacted on the same day to explain the circumstances involved.*

## **8 Safeguarding vulnerable groups**

We recognise that some children are living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes. Some may need help or intervention from CSSW or other agencies in order to overcome problems or keep them safe. We are aware that expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues and access these via the websites below. In addition, we organise training and updates for staff covering these areas so that we are able to respond to the needs of these vulnerable groups.

### **Looked after and Previously Looked after children and care leavers**

Looked after and previously looked after children and care leavers are particularly vulnerable due to their status and pre-care experiences.

The designated safeguarding leads will consult with the designated teacher for LAC to seek advice whenever there are concerns about the welfare of a looked after or previously looked after child or care leaver ( children age 16-17 who were but are no longer looked after).

### **Children with special education needs or disabilities (SEND)**

We are aware that children with special education needs or disabilities may be more vulnerable to harm and abuse and may be more likely to experience bullying. They may also have difficulty in reporting harm and abuse due to communication difficulties and professionals may miss vital indicators. Our school policies reflect these issues and recognize that staff need to be able to help this group to overcome barriers to seeking help.

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

<https://www.gov.uk/forced-marriage>

## **Young people living with domestic or sexual violence**

The definition of domestic abuse now includes victims aged 16 and 17 years old. These victims should be referred for a service in their own right.

Camden Safety Net on 020 7974 2526 for advice and support.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/>

## **Privately fostered children**

Schools have a legal duty to notify the pupils Local Authority of any pupil they know to be privately fostered. The Pupil's home school will be contacted in the first instance. For pupils in camden Schools the Fostering team can be contacted on **020 7974 6783**.

## **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 ( young carers)** for advice and can refer the pupil on for services and support. Further details can be found on the website.

[www.family-action.org.uk](http://www.family-action.org.uk)

## **Contextual safeguarding and extra-familial harm**

Our school is aware that as young people grow more independent they may face more risk from safeguarding threats from outside of the home, either from within the community, 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 young person at risk, staff will consider this in the context of the young person's peer relationships and the wider environment when assessing the level and nature of the risk and making decisions on referrals.

We are aware that many of the forms of exploitation stated above and below are linked and 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.

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

[Camden Safeguarding Children Board Policies & Procedures](#)

[http://www.nspcc.org.uk/Inform/resourcesforprofessionals/sexualabuse/csehomepage\\_wda97456.html](http://www.nspcc.org.uk/Inform/resourcesforprofessionals/sexualabuse/csehomepage_wda97456.html)

## **Children and the courts**

Links:

[Booklet "Advice for 5-11 year old witnesses in criminal courts"](#)

[Booklet "Going to court and being a witness \(12 to 17 year olds\)"](#)

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

Updated DfE guidance: Children Missing Education

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.

## **Drug and Substance misuse**

**DfE and ACPO drug advice for schools. Advice for local authorities, headteachers, school staff and governing bodies.**

## **Modern slavery and trafficked children**

[Camden Safeguarding Children Board Child Trafficking and Modern Slavery](#)

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

## **Prevention of radicalisation and violent extremism**

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 terrorism or violent extremism.

Our school should always be a safe space for young people to explore new ideas and perspectives, and develop their critical thinking skills. Where we may have 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, we should discuss these concerns internally and also consider external advice and guidance where necessary and appropriate.

The school's 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 the GOSH safeguarding team.

To make a referral to the Channel Panel, the school should first refer the young person to the MASH team using an e-CAF in the same way as for other safeguarding referrals. Where possible, the school should gather any relevant evidence, for example correspondence with parents, internet history and visited websites, notes from meetings to discuss concerns and behaviour, and known associates. When making a referral, if the referral is considered



appropriate for Channel support, the school will be invited to the multi-agency panel meeting to provide information on the concerns that have been noted, and contribute perspectives on the most appropriate support that should be offered to the pupil and/or family.

[NSPCC Safeguarding and child protection in schools](#)

[Statutory Prevent duty guidance](#)

## **Appendix 1: Child Protection definitions and indicators**

### **Definitions:**

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

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

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

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

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

### **Groups of children requiring Early Help:**

- Children with disabilities and additional needs, including those with special educational needs
- Young carers
- Children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime
- Children who frequently go missing from home, school or care
- Children who are misusing drugs or alcohol
- Children at risk of exploitation through modern slavery and trafficking
- Children whose home circumstances are negatively affected by adult substance misuse or mental ill health or domestic abuse
- Children who have returned home from care
- Children who show early signs of abuse or neglect
- Privately fostered children

### Possible indicators of abuse and neglect:

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



## Incident Report Form

Name of Child/Young Person:		Ward:
Date of Birth:		
Date the incident took place:		
Time:		
Where did the incident take place:		
Who else was involved/witnessed the incident:		
Details:		
Action taken:		Parents informed? Yes/No Ward staff Social work

Signature of staff member reporting incident: \_\_\_\_\_

Signature of designated teacher for C.P: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 2: School Single Central Register**

### **Important notes**

This record should include:

- All staff, including supply staff, who work in school
- All others who work in regular contact children in school, including volunteers
- For independent schools, including academies, free schools, all members of the proprietorial body

### **Agency staff**

Please give details of confirmation of checks that have been carried out by the supplying agency.

### **Regulated activity**

'**Regulated Activity**' is work which involves close and unsupervised contact with vulnerable groups including children, carried out regularly, i.e. once a week (or more often) or on 4 or more days in a 30-day period. It cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List.

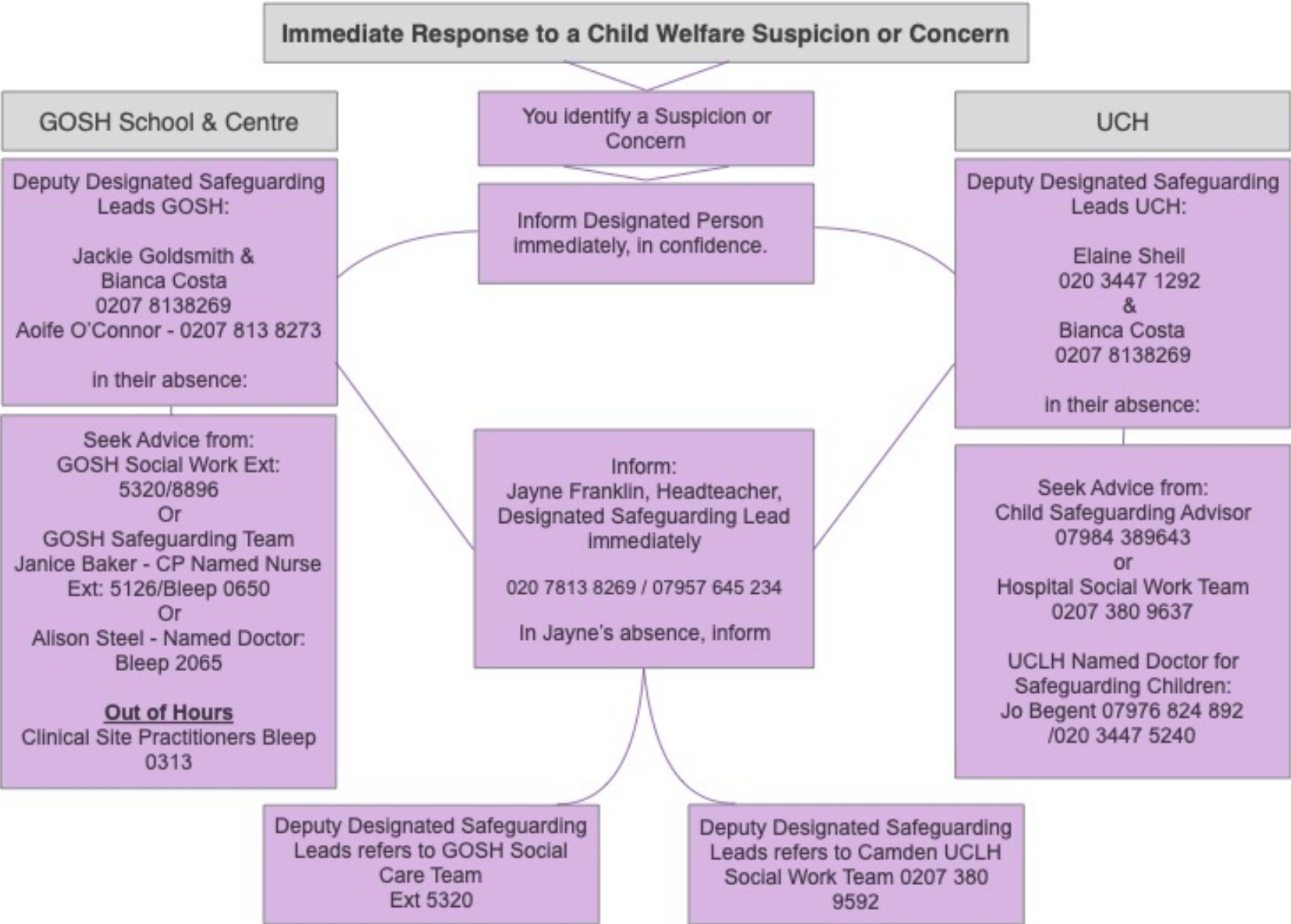
### **Contractors**

Contractors or employees of contractors working at the school should have the appropriate level of DBS check if a check is required, eg if the contractor is carrying out teaching or providing a level of care or supervision of children regularly.

### **Documents**

Please note that there is no requirement to list DBS numbers. Also, to comply with the Data Protection, DBS certificates should not be retained any longer than six months. Other documents to verify identity, right to work in the UK etc, should be kept in personnel files.

Appendix 3



## **Appendix 4 : Self-Disclosure by Staff employed in a regulated Activity**

Statutory guidance from the Department for Education explains that, under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, some individuals are disqualified from providing childcare or being “directly concerned” in the management of childcare provision if they have committed certain criminal offences.

Within the scope of the legislation are:

- Staff working in school nursery and reception classes
- Staff providing breakfast club and after school club supervision to children under eight. This would include those working or providing cover in the Activity Centre during term-time and/or the holidays.
- Staff providing lunchtime supervision to children under six (not applicable in our setting)
- Staff directly concerned in the day to day management of the above

If you fall into any of the above categories (please speak to your line manager if you are not sure whether you do) you must make a declaration to the Head Teacher or designated safeguarding lead immediately if:

- You are included on the *DBS Children's Barred List*;
- You are found to have committed certain criminal offences (a list is available at pages 13 to 41 of the DfE's statutory guidance, which may be found by clicking on the following link <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>);
- certain orders relating to children have been made against them (a list of relevant orders is available at pages 42 to 45 of the DfE's statutory guidance);
- You have had a registration in relation to childcare or children's homes refused or cancelled, or has been prohibited from private fostering;

Once a declaration is made a meeting will be arranged to discuss, among other things:

- the process of applying to Ofsted for a waiver; and
- your work pending issue of the waiver.

Affected staff may be accompanied at the meeting by a trade union representative or work colleague.

## **Glossary**

CAF	Common Assessment Framework
CSCP	Camden Safeguarding Children Partnership
CSSW	Children's Safeguarding and Social Work
DBS	Disclosure and Barring Service
DCSF	Department for Children School and Families
DfE	Department for Education
FII	Fabricated Induced Illness
FSSW	Family Services and Social Work
GOSH	Great Ormond Street Hospital
HSE	Health and Safety Executive
LADO	Local Authority Designated Officer
MASH	Multi-Agency Safeguarding Hub
PSHE	Personal Social and Health Education
SEN	Special Educational Needs
UCH	University College Hospital
UCLH	University College London Hospitals



