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# The Mill Hill School Foundation Independent Person Policy

<b>Policy:</b>	<b>Independent Person Policy</b>
<b>Version:</b>	1
<b>Synopsis:</b>	This policy details what provision the Mill Hill School Foundation has put in place to ensure that pupils have available support and guidance if they feel unable to speak to a member of the Foundation staff.
<b>Policy Owner:</b>	John Taylor, The Foundation Head of Boarding
<b>Relevant to:</b>	All pupils and staff
<b>Date introduced:</b>	6 March 2018
<b>Next review date:</b>	<b>September 2021</b>
<b>Related Study Group Documents:</b>	Policy to Safeguard and Protect the Welfare of Children who are pupils at the Foundation.
<b>Date(s) modified/ reviewed:</b>	September 2020

## Independent Person Policy

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## 1. Introduction

This policy should be used in conjunction with the Foundation's Policy to Safeguard and Protect Children who are Pupils at the Foundation. Standard 2.3 of the *National Minimum Standards for Boarding Schools (NMS), April 2015* requires schools to appoint an Independent Person who is outside the staff or the leadership structures to be available to pupils who may want to discuss concerns or problems. This is over and above the provision already available to them through the implementation of the following policies:

- Policy to Safeguard and Protect Children who are Pupils at the Foundation
- Anti-bullying policy
- Enabling pupils to Raise Problems and Concerns Policy

The Independent Person is expected to follow all policies and procedures driven by the *Keeping Children Safe in Education, September 2020* and *Working Together to Safeguard Children, February 2017*. It is a fundamental value of the Foundation that we help our pupils to remain healthy, enabling them to continue to access their education without stigma or exclusion. Hence all staff at the Mill Hill School Foundation are committed to ensuring our pupils are safe and feel they have someone to talk to.

## 2. Policy Aims

The aims of the policy are:

- To provide staff with information as to how pupils can access the Independent Person
- To enable pupils to obtain support and guidance when they feel unable to speak with a member of staff.

## 3. Key Principles and Procedure

### 3.1. Safer Recruitment

The Independent Person will be subject to full checks as per the *Keeping Children Safe in Education Guidance, Sept 2020* and ISSR and their details will be included in the Single Central Record (SCR).

### 3.2. Training

The Independent Person will receive a copy of the *Foundation's Policy to Safeguard and Protect Children who are Pupils at the Foundation* and all related policies. The Independent Person is expected to have appropriate relevant training up to Level 3 Safeguarding training (or equivalent) which will be recorded on the Central Training Record.

The Independent Person will be provided with the contact details of the Designated Safeguarding Lead. The Independent Person will be briefed on their responsibilities for confidentiality and the rules attached to breaching this responsibility as detailed by *Keeping children safe in education, September 2020*.

The Independent Person will be briefed on any trends within the Foundation e.g. bullying, substance abuse etc. that are likely to result in contact with pupils. They will be provided with all policies associated with these issues i.e. *Anti-Bullying Policy and the Smoking, Alcohol, Drugs and other Substances Policy*.

### **3.2 Liaison with the Foundation**

The Independent Person is independent from the Foundation and will have no duty to relay information to the Foundation about those pupils with whom they have been in contact. In the event that information does need to be relayed for Child Protection purposes, this will be directed to the appropriate Designated Safeguarding Lead.

On occasion, the Independent Person may be requested to submit a numerical report on the type of issues arising in order to steer the work of the Designated Safeguarding Lead and their Deputies.

### **3.3 Multi-Agency Working**

The Independent Person will be supplied with the contact details of Local Authority Designated Officer (LADO) and the Local Authority Children's Service. In the event a referral to the LADO or Children's Services is required, the Independent Person is under no obligation to share this information with the College. However, where a referral is made, the Independent Person may inform the Designated Safeguarding Lead in line with the *Foundation's Policy on Safeguarding and Protecting the Welfare of Children who are Pupils at the Foundation* reporting procedures.

## **4. Promotion of the Independent Person**

### **4.1 Pupils**

The Foundation will advertise widely within the Foundation the availability of the Independent Person. This should include (not exhaustive) posters in the schools and the Houses, information within the welcome and induction packs and verbal reinforcement by support staff etc.

The information supplied to pupils must include a simple narrative of the purpose of the Independent Person, their contact details and a photograph.

### **4.2 Staff**

All staff will receive training on the Independent Person within their Safeguarding Awareness Training.

## **5. Independent Person Contact Details**

The contact details for each Independent Person will be displayed prominently in each School and in all Houses.

## **6. Review**

This Policy shall be reviewed annually.

Last Review: September 2020

Next Review: September 2021

This Policy has been approved by the Pastoral Committee of the Court of Governors.

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