INDEPENDENT PERSON POLICY
&
ROLE DESCRIPTION

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Key Staff	Designated Safeguarding Leads Deputy Designated Safeguarding Leads
Lead Staff for Review	Designated Safeguarding Leads

Contents

Introduction 3
Role Context 3
Problems and Decisions 3
Supervision 3
Role Description 4
ABOUT CATS CAMBRIDGE 4
OVERVIEW OF THE ROLE 4
REPORTS TO 4
MAIN RESPONSIBILITIES OF THE ROLE 4
DURATION 5
ETHICS AND BEHAVIOUR 5
PERSON SPECIFICATION 5

Introduction

The National Minimum Standards for Boarding Schools (NMS) require CATS Cambridge to identify at least one person other than a parent, outside the staff, and those responsible for the leadership and governance of the Schools, who boarders may contact directly about personal problems or concerns at School.

The Independent Person system is confidential and the Independent Person is under no obligation to inform the School of every contact. The Independent Person may visit the School throughout the year to make themselves known to staff and students.

Any student who wishes to talk to an independent adult about personal problems or concerns at School can do so. Details of the Independent Person are displayed around the School and within all Boarding Houses.

Role Context

The Independent Person must be student focused however sympathetic they may be to other points of view. The function is to complement the work and activities of School staff and parents.

In bringing this autonomous perspective, the Independent Person must behave in an anti-discriminatory manner. The Independent Person is not expected to accept unquestioningly what those responsible for the student tell them is in the student's interests but should remain open-minded and foster a healthy scepticism.

Problems and Decisions

The Independent Person will consult and work with the Designated Safeguarding Lead (DSL) and students. They will work within all Schools policies and procedures. All grievances or disputes should follow the procedures and guidance within the applicable School's Policies.

Supervision

Supervision arrangements should be discussed with the DSL to ascertain whether the Independent Person is able to arrange peer supervision. If they are unable to do so supervision will be arranged with the DSL.

Role Description

ABOUT CATS CAMBRIDGE

CATS Cambridge offers an outstanding international, pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom-built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere, ensuring that students are treated as individuals and build great relationships with staff.

OVERVIEW OF THE ROLE

As described within the National Minimum Standards for Boarding the Independent Person is a person outside the staff and those responsible for the leadership and governance of the School, whose students may contact directly about personal problems or concerns at School.

REPORTS TO

You will be directly responsible to the Designated Safeguarding Lead. You will work within the framework set by and under the general direction of the Head.

MAIN RESPONSIBILITIES OF THE ROLE

In consultation with the Designated Safeguarding Lead, you will:

- At all times work in the best interests of the student
- If contacted by a student, provide an opportunity for them to talk through problems and issues in a safe and non-discriminatory manner
- Encourage the students to participate in decisions affecting them
- Keep accurate and confidential records bearing in mind that some students wish to remain anonymous
- Provide feedback to the Designated Safeguarding Lead for reports, reviews and other meetings
- Work in a student-centred manner, being clear about confidentiality and where boundaries lie
- Take into account the School's views on the student's needs, as well as the student's wishes and views

Safeguarding Responsibilities:

- To know the identity of the Schools' Designated Safeguarding Lead and Deputies
- Proactively be alert to indicators of potential safeguarding issues
- Be aware of the Schools' Safeguarding Policy and to follow its requirements
- Attend training relating to Safeguarding provided by the School as required
- Safeguarding and child protection issues arising from conversations with students should be reported immediately. This may be a direct referral to Social care or concerns may be passed to the Designated Safeguarding Lead
- Engage in safe practice and professional conduct to safeguard students and to mitigate against the potential for misunderstandings or situations being misconstrued

The School is fully committed to safeguarding the welfare of students and expect the same from its volunteers, employees and representatives.

DURATION

The initial arrangement will be for a period of 12 months. After which time the Independent Person will be expected to provide an anonymised summary of contacts from students during that period.

After 12 months the arrangement will be reviewed by the Head and the Designated Safeguarding Lead. However, if for any reason you are unable to continue with the role you should contact the Designated Safeguarding Lead as soon as is reasonably practicable.

ETHICS AND BEHAVIOUR

The Independent Person is expected to follow Keeping Children Safe in Education 2025 (*KCSIE 2025*, *Working Together to Safeguard Children* (2023) and the *National Minimum Standards for Boarding Schools* (2022).

PERSON SPECIFICATION

Knowledge, Experience and Training

The Independent Person should have qualities, skills, experience and/or qualifications in other settings that enable them to undertake work in a professional capacity with students. These may include:

- An understanding and empathy with the needs of School age students
- An understanding and appreciation of the difficulties caused by living away from home
- The ability to work flexibly with a variety of adults and students
- An understanding of Good Care Practice and Principles
- An appreciation of the Children's Act 1989, the Children's Act 2004 and the National
- Minimum Standards for Boarding Schools, KCSIE 2025 and other relevant legislation
- Qualifications/experience in counselling and/or other relevant disciplines