



Board of Governors of the City of London Freemen's School

Date: MONDAY, 3 JUNE 2013

Time: 11.00 am

Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,
KT21 1ET

Members:

Stuart Fraser (Chairman)	Douglas Mobsby, (co-opted)
Deputy John Bennett (Deputy Chairman)	Hugh Morris
Michael Bramwell, (co-opted)	Graham Packham
Roger Chadwick	Alderman Dr Andrew Parmley
Deputy Robin Eve	Judith Pleasance
Brian Harris	Elizabeth Rogula
Alderman Peter Hewitt	Deputy Dr Giles Shilson, (ex-officio)
Michael Hudson	Deputy Sir Michael Snyder, (ex-officio)
Vivienne Littlechild	Chris Townsend, (co-opted)
Sir Clive Martin, (co-opted)	Gillian Yarrow, (co-opted)
Andrew McMillan, (co-opted)	<i>Vacancy</i>

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Lunch will be served at the conclusion of the Board meeting

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 29 April 2013 (copy attached).

For Decision
(Pages 1 - 8)

4. **CHILD PROTECTION POLICY**

Joint report of the Town Clerk and the Headmaster of the City of London Freemen's School (copy attached).

For Decision
(Pages 9 - 20)

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

7. **EXCLUSION OF THE PUBLIC**

To consider the resolution excluding the Public in respect of those items containing exempt information:-

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Section 12A of the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
8	1, 3 & 4
9	3 & 4
10	1, 3 & 4
11	1
12	1
13	-
14	-

For Decision

Part 2 - Non-Public Agenda

8. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 29 April 2013 (copy attached).

For Decision
(Pages 21 - 28)

9. MASTER PLAN UPDATE

The City Surveyor to be heard.

For Information

10. BURSAR'S REPORT

Report of the Bursar of the City of London Freemen's School (copy attached).

For Decision
(Pages 29 - 46)

11. HEAD OF JUNIOR SCHOOL REPORT

Report of the Head of the Junior School, City of London Freemen's School (copy attached).

For Information
(Pages 47 - 50)

12. HEADMASTER'S REPORT

Report of the Headmaster of the City of London Freemen's School (copy attached).

For Information
(Pages 51 - 70)

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Monday, 29 April 2013

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 29 April 2013 at 11.00 am

Present

Members:

Michael Bramwell	Michael Hudson
Deputy John Bennett	Sir Clive Martin
Roger Chadwick	Douglas Mobsby
Deputy Robin Eve	Alderman Dr Andrew Parmley (in the Chair)
Stuart Fraser	Elizabeth Rogula
Brian Harris	Chris Townsend

Officers:

Gemma Stokley	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Mark Lowman	- City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Richard Alton	- Deputy Head (Academic), City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School

Deputy Eve moved that Alderman Parmley take the Chair ahead of the election of Chairman.

1. APOLOGIES

Apologies for absence were received from Alderman Peter Hewitt, Vivienne Littlechild, Hugh Morris, Deputy Dr Giles Shilson (ex-officio), Deputy Sir Michael Snyder (ex-officio), Graham Packham and Judith Pleasance.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Deputy Eve declared a non-pecuniary interest stating that he was continuing to serve as President of the Old Freeman's Association (OFA).

Councillor Chris Townsend declared a non-pecuniary interest stating that he was currently appointed and serving as an elected representative of Mole Valley District Council.

3. **ORDER OF COMMON COUNCIL**

The Town Clerk tabled the Order of the Court of Common Council, 25 April 2013, appointing the Board of Governors of the City of London Freeman's School for 2013/14 and setting its Terms of Reference.

RECEIVED.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read a list of those Governors eligible to stand and Stuart Fraser, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year And Took the Chair.

Mr Fraser thanked the Board for their support. He underlined that he had a lot to learn as Chairman of this Board but was looking forward to the challenges ahead.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Town Clerk reported that, in accordance with Standing Order No. 30. (3) (a), the immediate past Chairman had chosen to exercise his right to serve as Deputy Chairman for the ensuing year.

Deputy John Bennett was therefore duly appointed as Deputy Chairman for the ensuing year.

VOTE OF THANKS TO THE PAST CHAIRMAN

Deputy Robin Eve paid tribute to Deputy John Bennett, the past Chairman.

RESOLVED UNANIMOUSLY:

THAT at the conclusion of his four year term of office as their Chairman, the Members of this Board wish to extend to:

JOHN ALFRED BENNETT, DEPUTY

their sincere thanks and appreciation for the manner in which he has presided over their deliberations, and also for the great care and interest he has shown in all aspects of the life of the City of London Freeman's School, which has continued to go from strength to strength during this time.

DEPUTY Bennett has been the first Chairman in over twenty years to serve an extended, 4 year term of office, after seeking special permission from the Court

of Common Council to do so. During his Chairmanship the School has undergone great change. With regard to School premises, Deputy Bennett has overseen the creation and approval of a 'Master Plan' designed to provide state-of-the art boarding, catering, music and swimming facilities over the next few years. Deputy Bennett has ably overseen and steered the approval process and negotiations at all levels and the 'Phase 1' works (the construction of a new Boarding House, Music School and changing rooms) are now well underway.

IN terms of other areas of change, Deputy Bennett has pushed for and presided over the creation of a School Development Office, the redirection of funds to help boost the existing Bursary Funds, the introduction of 'Curriculum 2012' and, more recently, the appointment of a new School Bursar.

GOVERNOR training and further developing the knowledge/expertise of the Board as a whole has also been a passion of his. Under his Chairmanship, various Governor training opportunities, examining both academic and extra-curricular aspects of School life have been introduced after each Board meeting, a hugely successful annual three City Schools training day has now been established and a Governor Training and Induction Policy is now firmly in place.

DURING his time as Chairman, he has also presided over some rather difficult and emotive issues such as the Reduction in School Fees for teaching staff and the OFA Clubhouse negotiations. He has worked closely with all concerned in both cases in order to achieve outcomes that were acceptable to all and has demonstrated his fairness, empathy and balance in his approach.

HE has performed his role as Chairman with great enthusiasm and confidence and has demonstrated a profound understanding and dedication to his duties. His unfailing support of the School at various functions and events has been very much appreciated by the Headmaster, staff, parents and pupils alike. Academically, the School has achieved some of its best ever results under his Chairmanship.

FINALLY the Members of this Board wish to thank the Chairman for his generous hospitality during his years of office and to convey to him, and to Mrs Bennett, their good wishes for their future health and happiness.

RESOLVED – That it be referred to the Mover, Deputy Robin Eve, and the Seconder, Douglas Mobsby to arrange for the Vote of Thanks to be presented in a manner acceptable to the recipient.

Deputy Bennett responded by saying that it had been a great privilege to serve as Chairman of the Board for the past 4 years and that he had found this time the most enjoyable part of his Common Council career to date. He thanked all Governors, Officers and, particularly the Headmaster, for their support during his time in office.

6. **MINUTES**

The public minutes and summary of the last meeting held on 21 January 2013 were approved and agreed as a correct record.

The Chairman wished to record his thanks to those Governors who had not returned to the Board. John Brewster, John Spanner, Sylvia Moys, Anthony Llewelyn-Davis, Alderman Alison Gowman and Alderman Alan Yarrow were all thanked for their contributions.

MATTERS ARISING

Old Freemen's Association (OFA) Clubhouse (page 2) – A Governor, also the current President of the OFA, reported that the OFA had now completed a major refurbishment of the existing Clubhouse. He reported that the buildings electrics and plumbing had been improved and it had also been redecorated at a cost of approximately £60,000.

He suggested that Officers from the Corporation's City Surveyor's Department should visit the Clubhouse in the near future to view the improvements.

7. **MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

The public minutes and summary of the Finance, General Purposes and Estates Sub Committee meeting held on 4 March 2013 were received.

8. **MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

The public minutes and summary of the Academic and Education Sub Committee meeting held on 4 March 2013 were received.

9. **APPOINTMENT OF BURSARY AND SUB COMMITTEES**

The Board considered a report of the Town Clerk relative to the appointment of the Board's Bursary Committee and two sub-committees, their composition and terms of reference.

RESOLVED – That, the composition and terms of reference of the Board’s Bursary and two sub Committees be approved and that they be appointed as follows for 2013/14:

Bursary Committee

Stuart Fraser (as Chairman)
Deputy John Bennett (as Deputy Chairman)
Deputy Robin Eve
Vivienne Littlechild
Douglas Mobsby (co-opted)

Finance, General Purposes and Estates Sub Committee:

Stuart Fraser (as Chairman)
Deputy John Bennett (as Deputy Chairman)
Brian Harris
Vivienne Littlechild
Douglas Mobsby (co-opted)

Academic and Education Sub Committee:

Stuart Fraser (as Chairman)
Deputy John Bennett (as Deputy Chairman)
Vivienne Littlechild
Sir Clive Martin (co-opted)
Councillor Chris Townsend (co-opted)

Given that there were still some vacancies remaining on all three bodies, the Chairman suggested that the Town Clerk write to all Governors informing them of this and seeking additional expressions of interest.

10. TO APPOINT A REPRESENTATIVE TO THE ASSOCIATION OF GOVERNING BODIES OF INDEPENDENT SCHOOLS FOR THE ENSUING YEAR.

The Board proceeded to appoint their AGBIS representative for 2013/14.

RESOLVED – That, as the only Governor expressing an interest in serving in this capacity, Mr Douglas Mobsby be re-appointed as the Board’s AGBIS representative for the ensuing year.

11. APPOINTMENT OF CO-OPTED GOVERNORS

The Board considered a report of the Town Clerk proposing that two new co-opted Governors – Andrew McMillan and Gillian Yarrow be considered for appointment to the Board, both for a period of three years.

RESOLVED – That, both Andrew McMillan and Gillian Yarrow be appointed as co-opted Governors on the Board of Governors of the City of London Freemen’s School, both for a term of three years, until Spring 2016.

12. EDUCATIONAL TRIPS AND VISITS POLICY

The Board considered the School’s amended ‘Educational Trips and Visits Policy’.

RESOLVED – That, the City of London Freeman’s School ‘Educational Trips and Visits Policy’ be approved.

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

There were no questions.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no additional, urgent items of business for consideration.

15. EXCLUSION OF THE PUBLIC

RESOLVED – That, under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Section 12A if the Local Government Act.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
16	1, 2, 3 & 4
17	1, 3 & 4
18	3 & 4
19	1 & 3
20	3
21	2, 3 & 4
22	1, 2, 3 & 4
23	3
24	1 & 3
25	-
26	-

16. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 21 January 2013 were approved and agreed as a correct record.

17. MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE

The non-public minutes of the Finance, General Purposes and Estates Sub Committee were received.

18. MINUTES OF THE ACADEMIC & EDUCATION SUB COMMITTEE

The non-public minutes of the Academic and Education Committee were received.

19. FOUNDATION SCHOLARSHIP APPLICATION

The Board considered and approved a report of the Chamberlain regarding a new Foundation Scholarship Application.

20. CITY SUPPORT

The Board received a report of the Chamberlain regarding the City of London’s financial contribution to the School.

21. **ISSUE REPORT - PROJECT PROGRESS / REQUEST FOR ADDITIONAL FUNDING BOARDING HOUSE, MUSIC SCHOOL AND SPORTS HALL EXTENSION WORKS**

The Town Clerk reported that this report had been withdrawn from the agenda. Instead, the City Surveyor was heard regarding progress on the Master Plan works to date.

22. **BURSARY UPDATE**

The Board received a report of the Bursar relative to various School matters including Arrears of Fees, Lettings 2013/13, and a Development Office update.

23. **HEAD OF JUNIOR SCHOOL REPORT**

The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.

24. **HEADMASTER'S REPORT**

The Board received a report of the Headmaster relative to various School issues including Staffing Matters, Reports from Academic Departments and 11+ and 13+ Academic and Music Scholarships.

25. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions raised in the non-public session.

26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The Headmaster highlighted plans for this afternoon's English Department visit and also invited Governors to view progress on the Phase I Master Plan works following a buffet lunch.

The meeting ended at 12.50 pm

Chairman

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Agenda Item 4

Committee(s):	Date(s):
Board of Governors of the City of London Freemen's School	3 rd June 2013
Subject: Child protection policy	Public
Report of: Town Clerk and Headmaster	For Decision
Summary	
<p>It is a statutory obligation to annually review the child protection policy. The attached policy incorporates additional guidance from the Department for Education on safeguarding and staff recruitment. It highlights the collaboration between the City of London Corporation as proprietor, the school and Surrey Children's Social Care. The revised policy further outlines the proprietor's obligation to ensure that necessary and appropriate safeguarding training is provided to school governors.</p>	
Recommendation(s)	
Members are asked to approve the revised child protection policy.	



CHILD PROTECTION POLICY

City of London Freeman's School (CLFS)

Statement:

We 'The School' are committed to safeguarding and promoting the welfare of children and young people and expect all Staff and Volunteers to share this commitment.

1.0 Introduction

- 1.1 This policy has been prepared in accordance with the requirements of:
- 1.1.1 relevant legislation, including the Children Act 1989 and 2004, the Education Act 2002, and the Education (Independent School Standards) (England) Regulations 2010;
 - 1.1.2 relevant guidance issued by HM Government, including "*What to do if You are Worried a Child is Being Abused*" 2003, "*Keeping Children Safe In Education*" March 2013, "*Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings*" March 2009, "*Working Together to Safeguard Children*" March 2013, "*Dealing with Allegations of Abuse Against Teachers and Other Staff*" October 2012, "*Use of reasonable force in schools*" September 2012, "*Preventing and Tackling Bullying*" 2012 and "*Health and Safety*" February 2012
 - 1.1.3 other relevant standards and guidance, including guidance issued by the Independent Schools Inspectorate entitled – *Handbook for the Inspection of Schools, The Regulatory Requirements* (effective from January 2013), and the *National Minimum Standards for Boarding Schools* (effective from January 2013) ; and
 - 1.1.4 relevant Surrey Children's Social Care Child Protection procedures
- 1.2 This policy has been prepared in consultation with Surrey Children's Social Care (see Appendix for contact details which may be updated from time-to-time as necessary to reflect changes in personnel).
- 1.3 The Governing Body, on behalf of the City of London as Proprietor of the School, takes seriously its responsibility under section 157 of the Education

Act 2002 and section 87 of the Children Act 1989 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within the School to identify, assess, and support those children where there are concerns about a child's safety and welfare.

- 1.4 We recognise that all adults, including Staff and Governors, have a full and active part to play in protecting pupils from harm, and that the child's welfare is our paramount concern. Wherever the word "Staff" is used, it covers ALL staff on site, including temporary and support staff, and volunteers working with children. Further information on contractor employees is given in paragraph 2.1.10.
- 1.5 The School, through its Governors and Staff, is committed to providing a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.6 The aims of this policy are:
 - 1.6.1 To support each child's development in ways that will foster awareness, understanding, security, confidence, resilience and independence.
 - 1.6.2 To provide an environment in which all children and young people feel safe, secure, valued and respected, and also feel confident to approach adults if they are in difficulties believing they will be effectively listened to.
 - 1.6.3 To raise the awareness of all Staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases, or suspected cases, of abuse.
 - 1.6.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the School, contribute to assessments of need and support packages for those children.
 - 1.6.5 To emphasise the need for good levels of communication between all members of Staff.
 - 1.6.6 To develop a structured procedure within the School, which will be followed by all members of the School community in cases of alleged or suspected neglect, abuse and/or any other child welfare concern.
 - 1.6.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
 - 1.6.8 To ensure that all adults within the School who have substantial access to children have had a criminal records CRB/DBS check in accordance with the safeguarding requirements in this Policy and as required by law.
- 1.7 Should any deficiencies or weaknesses in child protection arrangements become apparent, the arrangements will be remedied without delay.

2.0 Procedures

- 2.1 Our school procedures for safeguarding children have been prepared in accordance with relevant legislation, guidance and the procedures set out by the relevant Surrey Children's Social Care procedures. We will ensure that:
- 2.1.1 Arrangements are in place at the School to deal with allegations of abuse, or suspected abuse, which will be referred to the child's home social care department, or in the case of an allegation against staff, discussed with the Surrey LADO. The School will engage with other statutory agencies, as necessary, to provide inter-agency support to the child concerned.
 - 2.1.2 All members of the Governing Body understand the need for and fulfil their responsibilities under the Policy, and are provided with a copy of this Policy upon their appointment to the Governing Body. There is one nominated Governor who is responsible for child protection and who has skills commensurate for this role. The City of London, as Proprietor, will undertake to ensure that relevant training is provided for Governors.
 - 2.1.3 The school has a designated senior member of staff, the Child Protection Liaison Officer (CPLO), who has undertaken relevant child protection training delivered through the local LSCB.
 - 2.1.4 There are additional members of Staff who will act in place of the designated CPLO when absent, and also receive training through the local LSCB
 - 2.1.5 All members of Staff are provided with relevant Child Protection Awareness information, as provided by the Proprietor and/or Local Authority, to develop their understanding of the signs and indicators of abuse, along with individual responsibilities to respond to any child welfare concerns in accordance with the School's child protection procedures. In particular, all Staff understand the need to avoid asking leading questions of children when a child protection matter is brought to the Staff member's attention and further that they should not attempt to investigate any allegation themselves. The School must also refrain from undertaking an investigation without first consulting the LADO, or in the most serious cases, the police, so as not to jeopardise statutory investigations.
 - 2.1.6 All members of Staff and Governors are advised on how to respond to 'Disclosures of Abuse' through relevant training. In particular training will ensure that they understand the need to: consider measures that may be necessary to protect individual pupils; avoid asking leading questions of pupils; avoid giving inappropriate guarantees of confidentiality; make and keep written records; and report the matter to the CPLO.
 - 2.1.7 Safer recruitment practices are always followed through rigorous recruitment process and procedures for Staff, striking a balance between the need to protect children from abuse and the need to protect Staff from false or unfounded allegations. Our selection and recruitment of Staff includes relevant criminal record checks for their suitability for work and the receipt of barred list checks for new staff. All Staff that regularly come into contact with pupils, including

contracted support staff such as cleaners and caterers, will be required to have a criminal records check on appointment and then every three years following. These checks will also be carried out on existing Staff with a break in service of more than three months or where Staff have, since their initial appointment to a position not requiring a Disclosure, moved to work that involves significantly greater responsibility for children. In accordance with procedures adopted by the City of London, criminal records checks will also be carried out on all new Governors at the School. Repeat checks for Staff and Governors will be undertaken in accordance with City of London procedures.

- 2.1.8 We will ensure that where a concern or allegation arises which suggests that a member of Staff may be unsuitable to work with children, we consult the relevant LADO for advice regarding investigation, and if the person resigns or we dismiss them, or in the case of a volunteer we cease to use their services, we report them to ISA within one month and ensure that any allegation is followed up in accordance with statutory guidance.
- 2.1.9 All parents/carers are made aware of the responsibilities of Staff members with regard to child protection procedures through publication of the School's Child Protection Policy on the School website, and reference to it in our introductory School pack. The Policy is also available upon request to the School.
- 2.1.10 Where a contractor's employees visit the School premises irregularly, and are therefore not subject to the same requirements as contractors' employees staff working regularly on site (as set out otherwise in this Policy), relevant written assurances are obtained from the contractor that all its staff have had a criminal records check within the past three years. Information regarding these checks will be provided by the contractor to the school upon request. Contracts require on-going monitoring and audit of the eligibility of contractor employees to work with and around children, and any subsequent concerns arising which would affect their continued eligibility must be disclosed immediately to the City of London.
- 2.1.11 Our lettings policy for the use of the School by third parties will seek to ensure the suitability of adults working with children on School sites at any time. Where school premises are used by outside bodies who are not working with children, there will be sufficient safeguards in place to protect the health, safety and welfare of pupils. Measures will also be in place to protect against the interruption of pupils' education by third party users of the School's premises.
- 2.1.12 Community users organising activities for children are made aware of the School's child protection guidelines and procedures.
- 2.1.13 Where appropriate, senior pupils given positions of responsibility over other pupils will be given clear advice on their role and safe practice, and briefed on appropriate action to take should they observe or receive any allegations of abuse.

- 2.1.14 There is a policy, known to Staff and used in practice, for searching for and, if necessary, reporting any boarder missing from the School. A written record will be made of any incident of a boarder missing from School, the action taken, and any reasons given by the pupil for being missing.
- 2.2 The name of the CPLO will be clearly advertised in the School, with a statement explaining the School's role in referring and monitoring cases of suspected abuse and/or risk to a child.
- 2.3 All new members of Staff will be given a copy of our Child Protection policy, and the procedures "What to do if You're Worried a Child is Being Abused", with the CPLO's name clearly displayed, as part of their induction into the School.
- 2.4 A single central record is held detailing all staff employed by the school and the relevant safeguarding checks undertaken.
- 2.5 Our procedures will be reviewed annually by the Board of Governors. The review will also include a review of the efficiency with which the related duties have been discharged or deficiencies (if any) have been rectified.

3.0 Responsibilities

- 3.1 The designated teacher CPLO, is responsible for:
 - 3.1.1 Referring a child to Surrey Children's Social Care or the home equivalent if the child is from outside Surrey whenever an allegation or disclosure of abuse has been made or if there are concerns about possible abuse, and acting as a focal point for staff to discuss concerns. All referrals will be carried out in accordance with local Social Care procedures.
 - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
 - 3.1.3 Ensuring that all such records are kept confidentially and securely in accordance with the Data Protection Act 1998 and are kept separate from pupil records, and copied on separately from the main pupil file to the child's next school or college up until the child reaches 18 years.
 - 3.1.4 Ensuring that an indication of record-keeping is marked on the pupil records.
 - 3.1.5 Liaising with other agencies and professionals and ensuring that contact with the relevant welfare agency will be made immediately upon the disclosure or suspicion of abuse. The referral shall be made in writing or with written confirmation of a telephone referral.)
 - 3.1.6 Ensuring that they provide reports for, and attends case conferences, core groups, or other multi-agency planning meetings, and otherwise co-operates with the LSCB and other agencies to support inter-agency working.

- 3.1.7 Ensuring that any pupil currently subject to a child protection plan who is absent without explanation for two days is referred to Surrey Children's Social Care.
- 3.1.8 Undertaking training in child protection, including training in inter-agency working that is provided by, or to standards set by, the LSCB, and undertakes refresher training at two yearly intervals to keep his or her knowledge and skills up to date.
- 3.1.9 Organising child protection training for all school Staff and Governors and arranging refresher training for the Head teacher and all other Staff at three yearly intervals.
- 3.1.10 Providing, with the Head, and in consultation with the Town Clerk, an annual report for the Board of Governors, detailing any changes to the policy and procedures; training undertaken by the CPLO, and by all Staff and Governors; the number and type of incidents/cases, and the number of children subject to a child protection plan (anonymised).

4.0 Supporting Children

- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves and find it difficult to develop and maintain a sense of self-worth.
- 4.2 We recognise that the School may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4 The School will support all pupils by:
 - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as in our relationships, whilst attempting to counteract aggression and bullying.
 - 4.4.2 Promoting a caring, safe and positive environment within the School.
 - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
 - 4.4.4 Notifying the Child's home area Social Care as soon as there is a cause for significant concern.
 - 4.4.5 Providing continued support to school leavers identified as potentially at risk of abuse, by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school and ensuring relevant medical records are forwarded as a matter of priority.
 - 4.4.6 Working with the Local Authority (or the Police as appropriate) where a child may have suffered significant harm, or there may be a criminal prosecution, to consider what support the child or children involved may need.

5.0 Confidentiality

- 5.1 We recognise that all matters relating to child protection are confidential subject to overriding legal obligations to disclose information to ensure the safety and well-being of a child. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.
- 5.2 The Head or CPLO will disclose any information about a pupil to other members of staff on a need to know basis only consistent with legal requirements, and in accordance with relevant DfE guidance. The Head or CPLO, Surrey Children's Social Care, Police, and Town Clerk (together with other relevant City Officers) will agree who needs to know about the matter, exactly what information can be shared, how to manage speculation, and how to manage any press interest.
- 5.3 All Staff are made aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All Staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 5.5 We will always inform parents/carers of an allegation affecting their child as soon as possible (if they already do not know of it). However, where a Strategy Meeting is required, the CPLO or Head will consult with Surrey Children's Social Care (and other relevant agencies such as the Police) beforehand to agree what information can be disclosed to parents so as not to put the child at greater risk of harm, or impede a criminal investigation. Parents/carers will normally be kept informed about the progress of the case and told the outcome where there is no criminal prosecution, including the outcome of any disciplinary process, in confidence.

6.0 Supporting Staff

- 6.1 We recognise that staff working in the School who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.
- 6.3 Where a member of Staff is the subject of an allegation of abuse they will normally be informed of the concerns or allegations as soon as possible and given an explanation of the likely course of action. The Proprietor will appoint a named representative to keep the individual informed of the progress of the case and consider what other support is appropriate. The investigation will be managed promptly.

7.0 Dealing With Allegations of Abuse Against Staff

- 7.1 Procedures for dealing with allegation of abuse against Staff are carried out in accordance with HM Government Guidance: *Dealing with allegations of abuse against teachers and other staff: Guidance for local authorities, head teachers, school staff, governing bodies and proprietors of independent*

schools (October 2012) '*Safeguarding Children and Safer Recruitment in Education*' (Jan 2007) and '*The Management of Allegations and Concerns Regarding the Professional Conduct of Staff in relation to Child Protection*' (Nov 2009). All Staff are made aware of this guidance, the School's procedures, and other local guidance relating to this issue.

- 7.2 All School Staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 7.3 We understand that a pupil may make an allegation against any member of Staff.
- 7.4 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head and the CPLO. The Head on all such occasions will discuss the allegation with the LADO, then the Chairman of Governors where appropriate. In the absence of the Head, the allegation should be passed direct to the Chairman of Governors.
- 7.5 If an allegation is made against the Head, the person receiving the allegation will immediately inform the Chairman of Governors who will consult as in 7.4 above, without notifying the Head first.
- 7.6 An allegation of abuse may be referred by the LADO to a Strategy Meeting, involving representatives from the School and the LSCB. A Strategy Meeting also covers any urgent formal strategy discussion which may take place between the police, social care and education managers prior to the first meeting.
- 7.7 We will follow the City of London's Disciplinary Procedures when managing allegations against staff, a copy of which is readily available in the School. Disciplinary action will be considered in conjunction with discussions at the Strategy Meeting.
- 7.8 Suspension of the member of Staff, excluding the Head, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from the LADO before deciding on the course of action to be taken.
- 7.9 In the event of an allegation against the Head, the decision to suspend will be made by the Chairman of Governors with advice as in 7.8 above.
- 7.10 Where an allegation is made against a member of the boarding Staff who is suspended pending an investigation of a child protection nature, the School will make appropriate arrangements for alternative accommodation for the staff member away from children.
- 7.11 Any allegation of abuse made against a member of Staff will be dealt with quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

8.0 Dealing with Allegations of Abuse by one or more Pupil against another Pupil

- 8.1 Allegations of abuse by one or more pupil against another pupil are taken very seriously.
- 8.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head and the CPLO. The Head on all such occasions will consult with the relevant social care referral point and the Chairman of Governors where appropriate.
- 8.3 We would not normally send the alleged victim home, pending such an investigation, unless this advice is given exceptionally, as a result of a Strategy Meeting.
- 8.4 Suspension of the pupil, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from Surrey Children's Social Care and any other relevant City Officer, before deciding on the course of action to be taken.
- 8.5 Pupils alleged to have sexually abused another should be subject to risk assessment for their continuing education on site, in consultation with the local authority social care team.
- 8.6 A bullying incident (as in 11.0 below) will be treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In such cases the matter will be reported to the CPLO and to Surrey Children's Social Care.

9.0 Whistleblowing

- 9.1 We recognise that children cannot be expected to raise concerns in an environment where Staff fail to do so.
- 9.2 All Staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. Staff can also utilise the City's 'Whistleblowing' facilities via the telephone hotline and/or website.

10.0 Physical Intervention

- 10.1 The School's policy on physical intervention by staff is set out in the Teachers Guide and has regard to HM Government's Guidance: '*Use of reasonable force*', September 2012. The policy acknowledges that Staff have a legal power to use reasonable force i.e. to use no more force than is needed in the circumstances to control or restrain pupils. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. Physical intervention must be necessary and proportionate to the level of risk and will normally be used as a last resort.
- 10.2 Staff should always avoid touching or restraining a pupil in a way that could be interpreted as sexually inappropriate conduct. Should this occur this event should be recorded and signed by a witness, if there was one. If there was no witness the CPLO must be informed immediately.
- 10.3 We understand that physical intervention of a nature which causes injury or distress to a child may need to be considered under child protection or disciplinary procedures.

- 10.4 We understand that force may never be used as a punishment.
- 10.5 All complaints about the use of force should be thoroughly, speedily and appropriately investigated. The school will follow the City of London's disciplinary procedures when managing a complaint about the use of force by Staff.

11.0 Equalities and Bullying

- 11.1 The School adheres to the City of London's Equal Opportunities Policy and action will be taken to prevent, and respond to, incidents of inappropriate discrimination, harassment and victimisation, in particular because of differences which arise out of gender or gender reassignment, pregnancy or maternity, special educational need or disability, race, religion or belief, cultural or linguistic background, or sexual orientation. The School acknowledges that repeated incidents or a single serious incident may lead to consideration under child protection procedures.
- 11.2 Our policy on bullying (including racial, religious, cultural, sexual/sexist, homophobic, special educational needs or disability, and cyber bullying) is set out in a separate document (The Anti-Bullying Policy). The policy acknowledges that to allow or condone bullying may lead to consideration under child protection procedures, in particular where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. In such cases the matter will be reported to the CPLO and to Surrey Children's Social Care.

12.0 Prevention

- 12.1 We recognise that the School plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 12.2 The School community will therefore:
- 12.2.1 Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
 - 12.2.2 Ensure that all children know there is an adult in the School whom they can approach if they are worried or in difficulty.
 - 12.2.3 Incorporate into the curriculum, including PSHE, information and opportunities which equip children with the awareness and skills they need to stay safe from harm and to know to whom they should turn for help.

13.0 Health & Safety

- 13.1 Our Health & Safety policy, set out in a separate document, details the measures being taken by the School to promote the health and safety of all children and staff within the School's environs. Other aspects, such as the procedures for internet use and School trips are set out in this and/or other School policies.

14. Relevant Contacts

14.1 Relevant contact details for issues relating to child protection at the City of London Freeman's School are:

City of London Freeman's School

Address: Ashtead park, Ashtead
Surrey, KT21 1ET

Telephone 01372 822426

Headmaster Philip MacDonald

CPLO Vicky Buckman (Deputy Head)
Louise Jowitt (Assistant Head of Junior School)

Surrey Children's Social Care 0300 200 1006

Surrey Local Authority Designated Officer 01372 833321

VEB
Revised April 2013

**Due for review by Governing
Body June 2013**

Agenda Item 8

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Agenda Item 11

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