



## Board of Governors of the City of London School

**Date:** WEDNESDAY, 26 JUNE 2013

**Time:** 11.00 am

**Venue:** CITY OF LONDON SCHOOL, QUEEN VICTORIA STREET, EC4V 3AL

**Members:**

Deputy Dr Giles Shilson (Chairman)	Lord Levene of Portsoken, (co-opted)
Ian Seaton (Deputy Chairman)	Edward Lord
Deputy Billy Dove	Christopher Martin, (co-opted)
Sophie Fernandes	Sylvia Moys
Stuart Fraser, (ex-officio)	Deputy Joyce Nash
Marianne Fredericks	Dame Mary Richardson, (co-opted)
Deputy the Revd Stephen Haines	Deputy Sir Michael Snyder, (ex-officio)
Alderman Sir Paul Judge	Deputy James Thomson
Ronel Lehmann, (co-opted)	Prof. Whitehouse, (co-opted)

**Enquiries:** Gemma Stokley  
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Lunch will be served at the rising of the Board

**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 16 May 2013 (copy attached)

**For Decision**  
(Pages 1 - 4)

4. **APPOINTMENT OF BURSARY COMMITTEE**

To appoint the Bursary Committee for the year ensuing – to comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

**THE BURSARY COMMITTEE IN 2011/12 COMPRISED:**

Deputy Dr. Giles Shilson (as Chairman)  
Deputy the Reverend Stephen Haines (as Deputy Chairman)  
Peter Leck  
Deputy Edward Lord  
Deputy Joyce Nash  
Ian Seaton  
Deputy Robin Sherlock

**For Decision**

5. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

To appoint a Reference Sub Committee to consider arrears of School fees, sabbatical leave and Estimates (including fee increases and other such matters as the Board may from time to time decide).

**THE REFERENCE SUB COMMITTEE IN 2011/2012 COMPRISED:**

Deputy Dr. Giles Shilson (as Chairman)  
Deputy the Reverend Haines (as Deputy Chairman)  
Peter Leck  
Deputy Edward Lord  
Deputy Joyce Nash  
Dame Mary Richardson

**For Decision**

6. **APPOINTMENT OF AGBIS REPRESENTATIVE**

To appoint a representative to the Association of Governing Bodies of Independent Schools for the ensuing year.

**For Decision**

7. **CHILD PROTECTION REPORT**

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

**For Decision**  
(Pages 5 - 18)

8. **HEADMASTER'S REPORT**

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

**For Information**  
(Pages 19 - 32)

9. **RISK REGISTER 2013**

Report of the Headmaster (copy attached).

**For Decision**  
(Pages 33 - 50)

10. **PRESENTATION FROM THE SECOND MASTER - THE SCHOOL'S PASTORAL SYSTEM**

**For Information**

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

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

13. **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 Schedule 12A of the Local Government Act.

<u>Item No</u>	<u>Exemption Paragraph(s)</u>
14	1, 3 & 4
15	1, 2 & 3
16	-
17	-

**For Decision**

**Part 2 - Non-Public Agenda**

14. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 16 May 2013 (copy attached).

**For Decision**  
(Pages 51 - 56)

15. **HEADMASTER'S REPORT**

Non-public report of the Headmaster of the City of London School (copy attached).

**For Decision**  
(Pages 57 - 66)

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

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

**N.B. - DATE OF NEXT BOARD MEETING**

The next meeting of the Board of Governors of the City of London School is scheduled for Thursday 3 October 2013.

# Agenda Item 3

## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL Thursday, 16 May 2013

Minutes of the meeting of the Board of Governors of the City of London School held at Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 16 May 2013 at 1.45 pm

### Present

#### Members:

Deputy Billy Dove	Christopher Martin
Marianne Fredericks	Sylvia Moys
Deputy the Revd Stephen Haines	Deputy Joyce Nash
Ronel Lehmann	Deputy Dr Giles Shilson
Lord Levene of Portsoken	Prof. Whitehouse
Edward Lord	

#### Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Head of Recruitment and Learning & Development
Claire Freeman	- Corporate HR
Richard Jeffrey	- Comptroller & City Solicitor's Department
David Levin	- Headmaster, City of London School
Gary Griffin	- Second Master, City of London School
Phillip Everett	- Director of Finance, City of London School

Deputy Dove moved that Deputy Nash take the Chair ahead of the election of Chairman.

#### 1. APOLOGIES

Apologies for absence were received from Sophie Fernandes, Alderman Sir Paul Judge, Dame Mary Richardson (co-opted), Ian Seaton and Deputy James Thomson.

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

There were no declarations.

#### 3. ORDER OF THE COURT OF COMMON COUNCIL

The Board received the Order of the Court of Common Council, 25 April 2013, appointing the Board of Governors of the City of London School for 2013/14 and setting its Terms of Reference.

Governors noted that the suggested change in wording regarding the experience of co-opted Governors under the heading 'Constitution' had been approved by the Court of Common Council and that this was now reflected on the new Court Order. The Town Clerk highlighted that the job title of 'Director of Finance' had also been added in place of 'Bursar'.

**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 Deputy Dr Giles Shilson, being the only Governor expressing a willingness to serve as Chairman, was duly re-elected for the ensuing year.

Deputy Shilson took the Chair and thanked Governors for their continued support. He went on to congratulate both Sophie Fernandes and Deputy Thomson on their recent appointment to the Board.

**5. ELECTION OF DEPUTY CHAIRMAN**

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

The Town Clerk read a list of those Governors eligible to stand and Ian Seaton, being the only Governor expressing a willingness to serve as Deputy Chairman, was duly elected for the ensuing year.

**6. MINUTES**

The public minutes of the meeting held on 22 March 2013 were considered and approved as a correct record.

**MATTERS ARISING**

**Outside Speakers 2013**

The Chairman thanked the Headmaster for circulating a full list of the School's outside speakers for 2013 to the Board.

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

There were no questions.

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

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

9. **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 Schedule 12A of the Local Government Act.

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

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 22 March 2013 were considered and approved as a correct record.

11. **APPOINTMENT OF HEADTEACHER**

**\*\* MR GRIFFIN (SECOND MASTER) AND MR EVERETT (DIRECTOR OF FINANCE) LEFT THE MEETING AT THIS POINT\*\***

The Committee considered a report of the Director of Human Resources setting out the recruitment process for the appointment of a new Headteacher.

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

There were no questions in the non-public session.

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

There were no additional, urgent items of business for consideration in the non-public session.

**The meeting ended at 3.10 pm**

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Chairman

**Contact Officer: Gemma Stokley**  
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# Agenda Item 7

<b>Committee(s):</b>	<b>Date(s):</b>
Board of Governors of the City of London School for Girls Board of Governors of the City of London School	21 <sup>st</sup> June 2013 26 <sup>th</sup> June 2013
<b>Subject:</b> Child protection policy	<b>Public</b>
<b>Report of:</b> Town Clerk, Headmaster (CLS) and Headmistress (CLSG)	<b>For Decision</b>
<b>Summary</b>	
<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 and the school. The revised policy further outlines the proprietor's obligation to ensure that necessary and appropriate safeguarding training is provided to school governors.</p>	
<b>Recommendation(s)</b>	
Members are asked to approve the revised child protection policy.	



## CHILD PROTECTION POLICY

City of London School (CLS)  
City of London School for Girls (CLSG)

### **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 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 2010, "*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, "*Use of reasonable force in schools*" September 2012; and "*Pan London Child Protection Procedures*" April 2011.
  - 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*, January 2013.
  - 1.1.4 relevant Local Safeguarding Children Board (LSCB) Procedures.
- 1.2 This policy has been prepared in consultation with the Community and Children's Services Department at the City of London, the proprietor and relevant local authority. (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 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, contractors' employees working regularly on the School's premises, 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 Community and Children's Services.
  - 1.6.8 To ensure that all adults within the School who have substantial access to children have had a criminal records 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 Pan London Child Protection 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 Local Authority Designated Officer (LADO), and 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 this 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, our Child Protection Liaison Officer (CPLO), who has undertaken relevant child protection training delivered through the local LSCB representative.
  - 2.1.4 There will be an additional member of school Staff who will act in place of the designated CPLO when absent, and must receive relevant child protection training.
  - 2.1.5 All members of School Staff are provided with relevant Child Protection Awareness information 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. 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 child protection awareness 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 Where we have grounds for believing that a member of Staff may be unsuitable to work with children that this is notified to the appropriate bodies including the ISA. The School will, as soon as possible and within one month, report to the ISA anyone whose services are no longer used, whether because the School has removed them from work with children or the person has chosen to cease work, and there are grounds to believe they are unsuitable to work with children; 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 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 working regularly on site (as set out otherwise in this Policy), relevant written assurances are obtained from the contractor that all 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 those employees to work with children and any subsequent concerns arising which would affect their continued eligibility must be disclosed immediately to the City of London. Any allegation of abuse will be dealt with in accordance with the Pan London Child Protection Procedures.
- 2.1.11 Written assurance is obtained that any staff employed by another organisation and working with the School's pupils on another site have had a criminal records check within the past three years.
- 2.1.12 Our lettings policy 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.
- 2.1.13 All community users are made aware of the school's child protection policy and those working with children understand the school's child protection guidelines and procedures.

- 2.1.14 Where appropriate, senior pupils given positions of responsibility over other pupils will be briefed on appropriate action to take should they receive any allegations of abuse.
- 2.2 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.
- 2.3 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.
- 2.4 All new members of Staff will be given a copy of our Child Protection policy, and the Department for Education 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.
- 2.5 A single central record is held detailing all staff employed by the school and the relevant safeguarding checks undertaken.

### **3.0 Responsibilities**

- 3.1 The CPLO is responsible for:
- 3.1.1 Referring a child to the LADO whenever a professional 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 The Pan London Child Protection Procedures.
- 3.1.2 Keeping written records of concerns about a child even where no immediate referral is required.
- 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.
- 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 as soon as possible, but in any event within 24 hours, 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 their attendance at case conferences, core groups, or other multi-agency planning meetings, and otherwise co-operates with the Local Authority and other agencies to support inter-agency working.
- 3.1.7 Ensuring that any pupil currently on the Child Protection Plan who is absent without explanation for two days is referred to the Child's Social Worker.

- 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 undertaking 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 (including induction training for all newly appointed Staff) and arranging refresher training for the Head teacher and all other Staff working with children 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, all Staff and Governors; the number and type of incidents/cases; and the number of children on the child protection register (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 Local Authority 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.
- 4.5 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 the Pan London Child Protection Procedures. The Head or CPLO, LADO, 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 etc, 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 the LADO (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 Dealing with Allegations of Abuse Against Staff**

- 6.1 Procedures for dealing with allegations of abuse against Staff are carried out in accordance with HM Government Guidance: *The Education Act 2011; 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' (March 2007) and 'Dealing with Allegations of Abuse Against Teachers and Other Staff' (August 2011) and the Pan London Child Protection Procedures 4<sup>th</sup> Edition. All Staff are made aware of this guidance, the School's procedures, and other local guidance relating to this issue.
- 6.2 All School Staff should take care to ensure that professional boundaries are maintained so that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (e.g. one-to-one tuition, engaging in inappropriate electronic communication with a pupil etc). It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 6.3 We understand that a pupil may make an allegation against any member of Staff.
- 6.4 If such an allegation is made, the member of Staff receiving the allegation will immediately inform the Head and the CPLO. The LADO and the Town Clerk



will be promptly informed of any allegation. The Head on all such occasions will also discuss the allegation with the Chairman of Governors where appropriate. In the absence of the Head the allegation should be passed direct to the Chairman of Governors.

- 6.5 If a professional allegation is made against the Head, the person receiving the allegation will immediately inform the Chairman of Governors who will consult as in 6.4 above, without notifying the Head first.
- 6.6 The purpose of the initial discussion (per 6.4 and 6.5 above) is to consider the nature, content and context of the allegation and to agree a course of action, including whether to obtain any additional relevant information. Where this initial sharing of information and evaluation leads to a decision that no further action is to be taken in regard to the individual facing the allegation or concern, the decision and a justification for it will be recorded by both the Head or CPLO and the LADO and agreement reached as to what information should be put in writing to the individual concerned and by whom. The Head or CPLO and the LADO will then consider what action will follow in respect of the individual and those who made the initial allegation.
- 6.7 The publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation), will remain confidential. Any such information will only be released if the member of Staff is charged with an offence.
- 6.8 Any professional allegation will precipitate a strategy meeting, which will involve representatives from the school and the City of London, to decide on the most appropriate action. This is in accordance with the Pan London Child Protection Procedures.
- 6.9 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, unless there is an objection by the LADO or the Police. 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.
- 6.10 We would not normally send a child home, pending such an investigation, unless this advice is given exceptionally as a result of a Strategy Meeting.
- 6.11 Suspension of the member of Staff, excluding the Head, against whom an allegation has been made, needs careful consideration and will not be the default approach adopted. The decision to suspend will be based on information received at the strategy meeting, the information on potential risks to children and whether it compromises any criminal investigation.
- 6.12 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 6.10 above.
- 6.13 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.

## **7.0 Dealing with Allegations of Abuse by one or more Pupil/s Against another Pupil**

- 7.1 Allegations of abuse by one or more pupil against another pupil are taken very seriously.
- 7.2 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 discuss the content of the allegation with the Town Clerk, any other relevant City Officer, and the Chairman of Governors where appropriate.
- 7.3 The Children's Social Care Team will also be promptly informed of any allegation.
- 7.4 An allegation of abuse will normally be referred to a Strategy Meeting, involving representatives from the School and the Local Authority. 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.
- 7.5 We would not normally send a child home, pending such an investigation, unless this advice is given exceptionally as a result of a Strategy Meeting.
- 7.6 Suspension of the pupil, against whom an allegation has been made, needs careful consideration, and the Head will seek the advice from the City of London Corporation and any other relevant City Officer before deciding on the course of action to be taken.
- 7.7 A bullying incident (as in 11.2 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 the Children's Social Care Team

## **8.0 Supporting Staff**

- 8.1 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. We will support such Staff by providing an opportunity to talk through their anxieties with the CPLO and to seek further support as appropriate.
- 8.2 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.

## **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 Such an event should be recorded and signed by a witness should there be one. If there was no witness the CPLO must be informed immediately.
- 10.3 Staff should avoid touching or restraining a pupil which gives rise to an unacceptable risk of physical harm or in a way that could be interpreted as sexually inappropriate conduct. 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 procedures outlined in paragraph 7.0 should a complaint be received.

## **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 the LADO.

## **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 and Related School Policies & Procedures**

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.

### **14.0 Relevant Contacts**

14.1 Relevant contact details for issues relating to child protection at the School can be found in the attached Appendix.

**Revised June 2013**

**Approved by the Board of Governors**

**(and signed by the Chairman)**

## APPENDIX

### **City of London School**

Address: Queen Victoria Street,  
London, EC4V 3AL

Telephone: 020 7489 0291

Headmaster David Levin

CPLO Gary Griffin (Second Master)

LADO Pat Dixon (City of London)  
020 7332 1215  
[pat.dixon@cityoflondon.gov.uk](mailto:pat.dixon@cityoflondon.gov.uk)

### **City of London School for Girls**

Address: St. Giles Terrace, Barbican,  
London, EC2Y 8BB

Telephone: 020 7847 5500

Headmistress Diana Vernon

CPLO Andrew Douglas (Deputy Head)

LADO Pat Dixon (City of London)  
020 7332 1215  
[pat.dixon@cityoflondon.gov.uk](mailto:pat.dixon@cityoflondon.gov.uk)

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# Agenda Item 8

<b>Committee(s):</b> City of London School	<b>Date(s):</b> 26 June 2013	<b>Item no.</b>
<b>Subject:</b>		
<b>Report of:</b> Mr David Levin, Headmaster	<b>Public</b>	
<b>Ward (if appropriate):</b>		
<b><u>Executive Summary</u></b>		
<ul style="list-style-type: none"><li>• Curriculum Matters</li><li>• Means Tested Scholarships to September 2013 entrants</li><li>• September 2013 Admissions</li><li>• Improvements to the School's Upper Playground</li><li>• School Catering Contract</li><li>• Long Term Medical Conditions</li><li>• Health and Safety Matters</li><li>• Child Protection Issues</li></ul>		

## **Main Report**

### **1. Curriculum Matters**

We are excited to introduce Mandarin to the First Form Curriculum for 2013 – 2014. All boys in the First Form will have an extended Period 8 on Monday, Tuesday (choristers) or Wednesday to 4.20. Boys will be introduced to the language via exciting and innovative reading, listening and speaking activities. They will learn Chinese characters and their originations. Chinese culture will be integral to the course. All teachers and teaching materials will be supplied by Dragons in Europe ([www.dragonsineurope.com](http://www.dragonsineurope.com)) who are the authors and publishers of Cambridge Chinese for Beginners 1 and 2, which is endorsed by OCR for study at Asset Language Breakthrough Level. The books come with online access to [www.cambridgechinese.org](http://www.cambridgechinese.org) which allows for homework to be done on-line with results visible to their teacher, who can then add comments.

The Academic Planning Committee (APC) has continued to meet over the last three terms to review curriculum and academic matters.

We intend to extend the 'Red Slip' system (for reporting repeated misbehaviour) to the Third Form. This will then be reviewed.

We have launched the John Carpenter Essay to the present Junior Sixth which is an opportunity for boys to do an essay on a subject area of their choosing. It is intended to enable boys to use and to develop skills which universities are looking

for – not least the ability to learn critically and independently and to produce properly referenced essays. Any boy who takes advantage of this opportunity must submit his work on Tuesday 3<sup>rd</sup> September, they will be marked by staff and there are both Headmaster's Prizes and Chair of Governor's Prizes for the most impressive. We have deliberately chosen not to embark on the EPQ (Extended Project Qualification) as it has a cumbersome modus operandi and also rewards process as much as outcome; not the most sensible criteria in our view. Hence, like many other leading, academically selective schools, we have decided to launch a customised version. Comments from the markers can be used on UCAS forms and where boys are interviewed for university courses, they have an immediate topic to discuss. It can also be referred to in the Personal Statement on the UCAS form. We hope many boys will take advantage of this opportunity. (St Paul's do a similar project and over 80 boys submitted work last year).

Much that the APC has had to deal with is linked to the raft of measures pouring out of Whitehall. Our present Junior Sixth will be a cohort for whom the January modules (taken at CLS in January of Senior Sixth, offering opportunities for re-sits and new A2 papers) have disappeared. We will not be introducing a formal mock period for the Senior Sixth as a one size fits all strategy does not work with all the specifications in this year group. Individual departments will continue to do as they have always done; prepare the boys for the final public high stakes exams in the best possible way for that subject. Some boy will do exam preparation in the timetable slots that exist for their subject and the timings of these will vary, but rest assured all the decision about this have been carefully considered by each department. Michael Gove has announced several ideas on GCSE but the ultimate effect for CLS is limited as we do so many IGCSEs and whilst new specifications will emerge for some subjects, these are planned for 2016 now. 'A' Level reforms are still an issue, with Mr Gove being keen on linear exams, although many leading universities have expressed valid reservations about this. We await further clarification.

I do hope all parents in the Third Form to Junior Sixth received a copy of 'Academic Life at CLS' and it can also be viewed in the same exciting format on the website.

Discussions are underway with regard to a City of London School Learning Council and I will keep you fully informed on this in due course.

New ideas for Reporting and Grading are under discussion.

## **2. Means Tested Scholarships to September 2013 entrants**

A total of 12 full fee means tested scholarships have been awarded to pupils who are due to join the School in September 2013. Of these 5 are to pupils who will be joining at 11+ and 7 to those who will be joining at 16+. The latter are dependent upon the pupils' performance in this Summer's GCSEs but all are expected to achieve the grades needed to enter the School.



These scholarships have been made available due to the generous support of:

- a) Wolfson Foundation
- b) HSBC
- c) Man Group
- d) John Carpenter Club
- e) Price Waterhouse Coopers
- f) A bequest from Mr R Fitzgerald Dec'd – a former Governor of the School
- g) A bequest from Mr B Catt Dec'd – a former Chair of Governors at the School

The award of these scholarships brings the total number of full fee scholarships awarded at the City of London School since the launch of the Sponsored Scholarships Scheme in November 2000 to 194. In addition 17 scholars have been awarded substantial bursaries by HSBC covering the majority of their school fees.

### **3. September 2013 Admissions**

These are the latest figures as at May 2013.

#### **Group 1 (10+)**

As reported at the last Meeting, 169 applicants took the entrance examinations this year compared with 110 last year. The take up rate of Offers dipped from 86% in 2012 to 70.2% this year and we have taken on 4 Reserves to make up a total of 44 entrants at this age group, which includes 5 Academic Scholars and one Music Scholar.

#### **Group 2 (11+)**

We have recruited 5 boys for next year on Sponsored Awards out of 160 who sat the initial screening test.

The take up of full fee places was 37.7% compared with 22.2% the previous year and we have recruited 41 such boys. The take up rate for Scholarships was 40% and we have 18 Scholars joining next year's First Form. As a consequence of these unexpectedly high take-up rates, we currently have 15 boys more than we originally anticipated and will have five First Forms next year instead of four.

#### **Group 3 (13+)**

For the last of the traditional Group 3 examinations 198 boys were examined for 48 places. The take up rate both for Scholarships and for full fee has been very high and we did not have to dip into the Reserve List at all. We are currently over-subscribed by one boy in next year's Third Form.

#### **Group 3 (13+) Pre-test**

231 candidates took the Pre-test for 13+ entry in 2015 and many candidates were the very brightest from their prep schools. 100 were offered and 85 have accepted the places. However, with the major deposit not having to be paid until September 2014, we have no idea really how many will want to take up the places.

## **Sixth Form**

Sixth Form recruitment appears to have been very successful and we are hoping to recruit up to 10 full fee payers and 7 Sponsored Award candidates.

## **General Comments**

As mentioned at the last Meeting the School has proved to be an extremely attractive prospect for parents, with the take up rates at 11+ and 13+ for full fee places and Scholarships being exceptionally high.

The pupil population of the School next year will be higher than ever and it may well be prudent to explore ways of providing extra classroom space to accommodate the increasing numbers in future years.

## **4. Improvements to the School's Upper Playground**

Following approval of the Gateway 3/4 report by both the Board of Governors and the Projects Sub-Committee the School has been working with the City Surveyor's department on this matter. The project will both (i) provide a high quality playground which is a safe and appropriate place for outside sport and (ii) rectify the current ingress of rain water. Following a full tender exercise Standage & Co Ltd have been appointed to undertake this project this Summer. Their tender was for £572,931 and additional costs of £10,235 are anticipated re party wall fees, drainage surveys etc. This makes a total of £583,166 which is slightly below the approved budget of £585,000.

The contract period is planned to end on Friday 13 September. This will mean that the playground will be unavailable for the first two weeks of the Autumn Term which will be a considerable inconvenience to the School but which it will manage as well as possible. Inevitably there are a number of risks regarding the project timetable which the School and the City Surveyor will take steps to mitigate as far as possible. Following the completion of the project a Gateway 7 Outcome Report will be prepared for the Board of Governors and the Projects Sub-Committee. Given the short contract period, it is not intended to prepare or issue progress reports.

## **5. School Catering Contract**

The School participated in the City's Corporate Catering Tender Exercise which was run by the City of London Procurement Service. Following an extensive procurement exercise – during which the School was assisted by its long standing catering consultant, Adrian Stokes – the contract was awarded to Holroyd Howe Limited. The company has been the School's contract caterers for the last six years. Their tender was particularly impressive in the following respects:

- a) Excellent arrangements for the operational management of the contract
- b) Very good proposals for the provision of hospitality services
- c) Excellent proposed menu cycles for the pupils lunch service
- d) Very good approaches to issues of sustainability

The tender price was competitive and represents only a modest increase on the actual prices for the current academic year.

The new contract will commence on 1 September 2013 and will initially be for a period of three years with an option to renew for an additional two years.

## **6. Long-Term Medical Conditions**

Governors are asked to consider and, if thought fit, approve the School policy on Long-Term Medical Conditions which is attached at Appendix 1.

## **7. Health and Safety Matters**

1. The Health & Safety Committee met on 23 April.
2. The Summer Works Programme was confirmed and discussed, along with any possible health and safety consequences arising from these works. Some of the projects would begin before the end of term and would cause some disruption – for example, the refurbishment of two more labs on level 5 would require some room changes and some areas being “out of bounds” to minimise risk. The issue of closing the Upper Playground (at half term) to begin preparation for the new astroturf was also addressed.
3. One of the projects will be a complete reorganisation and expansion of our medical centre where the School Nurse is based. This was felt necessary given the increasing size of the School population in recent years.
4. The Incident Report Line at Guildhall was announced. Staff were asked to report accidents and near misses, to the centralised call desk now in place
5. On-going problems with the drainage on the North side of the building were reported. After intervention from the Second Master, the drains were finally cleared by MITIE and their sub-contractor, TDS but further remedial action was needed to replace malfunctioning non-return valves. It was hoped that this might be done at half term. The serious nature of the drainage problems was identified as a real cause for concern.
6. A Risk Assessment had been carried out on the roof above the Science labs and this had confirmed that the fumes that come from the fume cupboards are such that nobody should have access to that roof. So this area has been made out of bounds.
7. The Head of PE has identified that the Sports Hall floor had become potentially dangerous as a slipping hazard. This was to be addressed by better daily maintenance (in the short term) and major professional treatment during the Summer holidays (for the long term).
8. The School Nurse reported on the accidents which had occurred since the previous meeting, including one in which a Governor had fallen outside the

Great Hall, which required hospital treatment. No pattern was identified for these.

9. Minor traces of legionella bacteria were identified by an inspection in early May. This problem was confined to **one** sink on the ground floor, used by the cleaners. MITIE had been called in to clean the taps, take samples and to revisit at the end of the month. The Corporation official responsible for this, Ian Whitehorn, asked for the area to be made out of bounds (and notices to be placed indicating the sink was not to be used) until the test results confirmed it was safe to use again. At the time of writing this report we are still awaiting the results. The Second Master was told that no other taps or water supplies were affected and the action taken was largely precautionary; there was no need for major concern.

The School was informed on **4 June** that the new sample taken from the contaminated sink indicates that the bacteria has now gone and it is safe to use the sink once again. Regular weekly flushing has been recommended.

## **8. Child Protection Issues**

An annual review of child protection issues has been undertaken by the Second Master and Child Protection Governor and the content of this appears in the Non-Public section of the agenda.

**Contact:**  
**David Levin**  
**Headmaster**  
**020 7489 0291**  
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**CITY OF LONDON SCHOOL  
LONG-TERM MEDICAL CONDITIONS POLICY**

**1. Introduction**

- 1.1** This policy has been devised by the School Nurse for use by PARENTS, PUPILS and SCHOOL STAFF.

**AIM:**

The aim of the policy is to provide clear guidance and information on how CLS ensures promotion of an inclusive community that supports and welcomes pupils with long-term medical conditions, providing pupils with medical conditions the same opportunities as other pupils at the School.

The policy deals with the following areas:

- 1.2** Acquiring and sharing information about long-term medical conditions.
- 1.3** Staff training about common long-term medical conditions.
- 1.4** Medication associated with long-term medical conditions.
- 1.5** The Equality Act 2010.

The policy has been approved by the School's Board of Governors and adheres to the principles set out by the Nursing and Midwifery Council guidelines on the Storage and Administration of Medicines, and also to the Department of Health's Managing Medicines in Schools and Early Years Settings documents.

The policy is to be reviewed on a three yearly basis.

**2 Acquiring and sharing information about long-term medical conditions:**

- 2.1** On entrance to CLS a MEDICAL FORM must be completed and returned. This includes the opportunity to share information about long-term medical conditions. Should the need arise, this information is followed up by the School Nurse and Individual Care Plans are drawn up for each pupil with specific needs in relation to their condition.
- 2.2** Should a long-term medical condition be diagnosed or should the management of an existing condition change during the course of a

pupil's time at CLS, it is the responsibility of parents to update the school, via the School Nurse, using the 'CHANGE OF MEDICAL INFORMATION ON RECORD' form. The School Nurse can provide copies of these. See Appendix 1A.

- 2.3** CLS understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Though information is held confidentially, it may be shared at the discretion of the School Nurse / Second Master when it is deemed necessary for other members of CLS staff or other health professionals to have this knowledge.

### **3 Staff training about common medical conditions**

- 3.1** There are certain medical conditions which CLS believes necessitate training for all staff to ensure that staff feel confident in encouraging and managing pupils with long-term medical conditions. These include: Anaphylaxis, Asthma, Diabetes and Epilepsy, though this is not an exhaustive list. CLS aims to provide regular basic training on recognition and management of these conditions for relevant staff during staff training days.

Staff should also access reference material provided on the Staff Shared Area of the desktop to keep knowledge up to date, thereby ensuring that ALL staff are aware of common medical conditions and how they may impact pupils in their care.

Having accessed such information, staff are required to ensure that they make any necessary adjustments to ensure that pupils with a long-term medical condition are not endangered or hindered from participation by the classroom environment or by activities associated with lessons.

Notices, produced by the School Nurse, displaying notes for handling Epilepsy and seizures are to be displayed in all classrooms.

- 3.2** Staff intending to take pupils with specific conditions on trips or visits away from the main CLS site at Queen Victoria Street should ensure that they, or another member of staff accompanying them on the trip, feel confident and competent to manage the condition of all pupils before embarking on the trip. Should this not be the case, alternative arrangements to cater for the management of specific conditions should be investigated with the School Nurse and, if reasonable, action taken to ensure all pupils are able to participate safely. Occasionally, however, a long term medical condition may preclude a boy from taking part in a school activity or trip, when the responsibility is deemed more than can be reasonably expected for teachers or a host family.

- 3.3** Should staff wish to learn more about a specific medical condition, they are encouraged to seek out the School Nurse and agree a time when this can be arranged.

#### **4 Medication associated with long-term medical conditions**

- 4.1** In line with the Medications Policy, the administration of any medication should be scheduled outside of school hours if possible. If, however, it is required at school, the Controlled Drug or Prescription Medication will be stored in school but only if it is accompanied by a MEDICATION FORM and if the medication complies with the relevant criteria. (Copies of these forms are also available from the School Nurse. See Appendix 1B) Please see the Medication Policy for further details.

#### **5 The Equality Act 2010**

- 5.1** A person is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' (*defined as more than minor or trivial - eg it takes much longer than it usually would to complete a daily task like getting dressed*) and 'long-term' (*defined as 12 months or more - eg a breathing condition that develops as a result of a lung infection*) negative effect on their ability to do normal daily activities.
- 5.2** CLS welcomes pupils with a disability. Parents and pupils or current or prospective pupils can feel confident that the School is aware of and adheres to the Equality Act 2010 legislation covering people with a disability.
- 5.3** The Equality Act 2010 deals with the way in which schools treat pupils and prospective pupils with a disability. CLS recognises the duty to ensure that pupils with a disability do not experience discrimination because of their condition and will make all reasonable adjustments to provide auxiliary aids and services to pupils as necessary.
- 5.4** CLS seeks to alleviate disadvantages experienced or anticipated by pupils with a disability. In consultation with pupils, parents and health care workers, CLS will aim to meet the particular needs of pupils, once identified, wherever possible.

**Approved: 26/06/13**

**Review: 26/06/16**

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Please use a separate form for each change in details and ensure that **ALL** white areas are completed.

**Appendix 1A**

Full name of pupil					Date of change	
Change in medical information on record	Hearing <input type="checkbox"/>	Seizures <input type="checkbox"/>	Allergies <input type="checkbox"/>	Asthma <input type="checkbox"/>	Physical Disability <input type="checkbox"/>	Other <input type="checkbox"/>
	Eyesight <input type="checkbox"/>	Diabetes <input type="checkbox"/>	Anaphylaxis <input type="checkbox"/>	Migraines <input type="checkbox"/>	Behavioural Difficulties <input type="checkbox"/>	
	<i>Details:</i>					
How is this likely to affect requirements at CLS?						
Parent / Guardian signature					Date	
For Medical Centre use only	Recorded on database <input type="checkbox"/>	Reported to relevant staff <input type="checkbox"/>	Requires follow-up <input type="checkbox"/>	Follow-up complete <input type="checkbox"/>		

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<i>Please use a separate form for each medication and ensure that <b>ALL</b> white areas are completed.</i>							<b>Appendix 1B</b>		
Pupil Name		Medication		Purpose / Condition		Date Commenced			
Common side effects of which to be aware									
<i>Having provided the above medication in the original container in which it was dispensed and having ensured that the original dispensing label is intact with all necessary instructions clearly visible, I consent to the above prescription medication being administered to my son by CLS Staff in accordance with instructions on the label.</i>									
Parent / Guardian signature						Date			

<i>Please use a separate form for each medication and ensure that <b>ALL</b> white areas are completed.</i>									
Pupil Name		Medication		Purpose / Condition		Date Commenced			
Common side effects of which to be aware									
<i>Having provided the above medication in the original container in which it was dispensed and having ensured that the original dispensing label is intact with all necessary instructions clearly visible, I consent to the above prescription medication being administered to my son by CLS Staff in accordance with instructions on the label.</i>									
Parent / Guardian signature						Date			

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# Agenda Item 9

<b>Committee(s): Board of Governors of the City of London School</b>	<b>Date(s): 26 June 2013</b>	<b>Item no.</b>
<b>Subject: Risk Register 2013</b>	<b>Public</b>	
<b>Report of: The Headmaster</b>	<b>For Decision</b>	
<b>Summary</b>  The School's Risk Register has been updated in accordance with the City's new Risk Management Framework and the current register is attached.  The School does not currently have any "red risks" – i.e. risks that are unacceptable and which require immediate attention, constant monitoring and further mitigation. There are a total of 9 "amber risks" and 2 "green risks". Robust mitigating controls are in place for all but one of these risks. In the other case mitigating controls have been identified and are in the process of being implemented.  <b>Recommendation</b>  Governors are asked to review and, if thought fit, approve the School's current risk register.		

## Background

1. The School's senior staff regularly review the various risks which the School faces and their potential consequences. They consider ways in which these risks can be mitigated and allocate responsibility for each of them to particular members of staff.
2. The School's risk register was last reviewed and approved by the Board of Governors at their meeting on 19 June 2012.
3. Since the School's Risk Register was last approved by the Board of Governors, the Audit and Risk Management Committee has agreed a revised format for tracking departmental risks. The School's Risk Register has been converted into this format and the latest version is attached.

4. The risk assessment process combines an evaluation of impact and likelihood to generate a risk status of red (high), amber (medium) or green (low). The following principles are recommended in considering risks and their mitigating actions:
  - a) Red risks are unacceptable, requiring immediate attention, constant monitoring and further mitigation.
  - b) Amber risks require monitoring at least quarterly and consideration should be given to further mitigation
  - c) Green risks require less frequent monitoring, opportunities to improve efficiency through less stringent mitigating actions may be considered.
  
5. The new format introduces the following:
  - a) An assessment of both gross and net risk – i.e. the gross level of risk before any controls have been applied to mitigate the effect of the risk and the net risk once those controls have been introduced; and
  - b) A control evaluation to show the effect of the existing controls and planned actions. In this respect:
    - i) Red control evaluation means that existing controls are not satisfactory
    - ii) Amber control evaluation means that existing controls require improvement and/or mitigating controls have been identified but not yet fully implemented
    - iii) Green control evaluation means that robust mitigating controls are in place with positive assurance as to their effectiveness.

### **Overview of Current Risk Register**

6. The current risk register contains no red risks, 9 amber risks and 2 green risks. All risks are monitored regularly with particular attention paid to the amber risks. The School believes that it has taken all practical steps to mitigate the possible adverse consequences of these risks.
  
7. Compared with the register approved by the Board of Governors on 19 June 2012 the main changes are:
  - i) **Risk 1 – crisis event.**  
This has been down graded from amber to green risk. This is because no problems were incurred during last Summer’s Olympics and no similar

major events are anticipated in the near future. Robust mitigating controls are in place in respect of this risk.

ii) **Risk 8 – inadequate resources and facilities.**

This has been upgraded from green to amber risk. This risk has been upgraded in the light of the City Corporation’s establishment of an Education Working Party to review its Education portfolio and the possible implications for future school funding. The School will contribute constructively to this review mindful of its role in helping the City achieve both its strategic aims and key priorities. Robust mitigating controls are in place in respect of this risk.

iii) **Risk 10 – uncertainties regarding 13+ recruitment for September 2014 entry**

The School has followed its major competitors in making offers for entry at 13+ in September 2014 two years in advance of the actual entry date. This has been introduced as a green risk in view of the inevitable uncertainties regarding the level of take up in the first year of operation of this system. Robust mitigating controls are in place in respect of this risk.

iv) **Risk 11 – failure to maintain adequate maintenance and cleaning standards in the School because of corporate contracts**

This has been introduced as an amber risk. The School is providing constructive support to the Centralised Contract Administrators as they seek to improve maintenance and cleaning standards. An amber control evaluation has been applied as mitigating controls have been identified but not yet fully implemented.

v) **Deleted risks – (i) industrial action interfering with the smooth running of the School and (ii) failure to develop external communications including with feeder schools.**

These risks have both been deleted as the probability of either them occurring is very remote at present.

## **Conclusion**

8. The School does not currently have any “red risks”. There are a total of 9 “amber risks” and 2 “green risks”. Robust mitigating controls are in place for all but one of these risks. In the other case mitigating controls have been identified and are in the process of being implemented.

**Contact**

Phillip Everett

Director of Finance

City of London School

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City of London School Risk Tracker	Owned By	Phillip Everett	Version	7
	Administered By	Phillip Everett	Date	13/05/13

Risk No.	Risk	Gross Risk		Risk Owner / Lead Officer	Existing Controls	Net Risk			Planned Action	Control Evaluation
		Likelihood	Impact			Likelihood	Impact	Risk Status & Direction		
1	Crisis event	1	4	Second Master	Critical Incident Plan, Influenza Pandemic Contingency Plan and Arson Policy	1	3	G ↓	Continue to review and implement action plans	G
2	Failure to maintain and improve academic standards	3	4	Director of Studies	Review, monitoring and development of staff	1	4	A ↔	Head of Professional Development recently appointed.	G
3	Major failure of Health and Safety Procedures	3	4	Second Master	Adherence to Health and Safety policies, trips and visits guidance etc.	1	4	A ↔	Continue to review and implement policies	G
4	Major disruption to public transport system.	2	4	Assistant Headmaster	Identification of alternative access routes, IS communication strategies, School Travel Plan etc.	2	3	A ↔	Continue to review alternative access routes and communication strategies.	G
5	Major failure of Child Protection Policies	1	5	Second Master	Adherence to relevant policies and regulations and staff training.	1	4	A ↔	Continue to review and implement policies and comply with regulations.	G
6	Prolonged and widespread economic downturn	3	4	Director of Finance	Proactive marketing, excellent relationships with feeder schools, competitive fee levels etc.	3	2	A ↔	Continue with current strategies which have been very successful in recent years.	G
7	Failure to maintain and operate reliable and efficient IS systems	3	3	Director of Studies and Head of ICT	Recently formed IS Steering Group provides strategic planning throughout the School.	2	3	A ↔	Continue to develop and implement a whole School IS strategic plan. Apply appropriate security policies etc.	G
8	Inadequate resources and facilities.	3	3	Director of Finance	Robust Financial Procedures and Controls. Effective budgeting and review. School Strategic Plan.	2	3	A ↑	School will contribute constructively to the City's review of its Education Portfolio.	G
9	Failure to recruit and retain high quality teaching and support staff.	3	3	Head	Maintenance of attractive terms and conditions, training and regular appraisal.	1	3	G ↔	Appropriate procedures have been put in place for the recruitment and induction of a new Head.	G

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<b>KEY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Control Evaluation:</b> <b>R:</b> Existing controls are not satisfactory <b>A:</b> Existing controls require improvement/Mitigating controls identified but not yet implemented fully <b>G:</b> Robust mitigating controls are in place with positive assurance as to their effectiveness
<b>Likelihood</b>	Rare	Unlikely	Possible	Likely	Almost Certain	
<b>Impact</b>	Insignificant	Minor	Moderate	Major	Catastrophic	

\*Direction relates to change in assessment since last review (up/down/no change)

City of London School Risk Tracker	Owned By	Phillip Everett	Version	7
	Administered By	Phillip Everett	Date	13/05/13

Risk No.	Risk	Gross Risk		Risk Owner / Lead Officer	Existing Controls	Net Risk			Planned Action	Control Evaluation
		Likelihood	Impact			Likelihood	Impact	Risk Status & Direction		
10	Uncertainties regarding 13+ recruitment for September 2014 entry	3	4	Director of Admissions	Appropriate contingency plans have been made in the event that take up of places is either significantly lower or higher than the School would ideally like.	3	3	A ↑	Review position when actual take up is known	G
11	Failure to maintain adequate maintenance and cleaning standards in the School because of corporate contracts	3	4	Facilities Manager	Centralised Contract Administrators oversee contract together with input from various members of School staff.	3	3	A ↑	Review position once Centralised Contract Administrators and Contractors have improved service.	A

<b>KEY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Control Evaluation:</b> <b>R:</b> Existing controls are not satisfactory <b>A:</b> Existing controls require improvement/Mitigating controls identified but not yet implemented fully <b>G:</b> Robust mitigating controls are in place with positive assurance as to their effectiveness
<b>Likelihood</b>	Rare	Unlikely	Possible	Likely	Almost Certain	
<b>Impact</b>	Insignificant	Minor	Moderate	Major	Catastrophic	

\*Direction relates to change in assessment since last review (up/down/no change)

**City of London School Risk Summary**

**Risk Owner: Second Master**

<b>Risk</b>	<b>Crisis event</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		1	4

<b>Detail</b>	Terrorist incident or pandemic and impact on service delivery
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Reduced timetable and extracurricular activities. Recruitment difficulties.	Critical Incident Plan - including regular all school drills Influenza Pandemic Contingency Plan Arson Policy

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<b><u>Summary</u></b>  All appropriate mitigating actions have been put in place to control this risk. No problems were incurred during either the Olympics or Paralympics and in the absence of a similar event the net risk has been reduced from amber to green.	<b>Net Risk</b>	<b>G</b>
	<b>Likelihood</b>	<b>Impact</b>
	1	3
	<b>Control Evaluation</b>	
	<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Director of Studies**

<b>Risk</b>	<b>Failure to maintain and improve academic standards</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	4

<b>Detail</b>	Failure to maintain and improve academic standards
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Damage to reputation Loss of fee income Recruitment and retention difficulties	Review, monitoring and development of staff Audit assessment to be carried out. The appointment of a new Head of Professional Development - including a survey of staff needs - will help to ensure standards are maintained.

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<b><u>Summary</u></b>	Although such a failure is highly unlikely it remains an amber risk because of the major impact which any such failure would have on the School	<b>Net Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		1	4
		<b>Control Evaluation</b>	
		<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Second Master**

<b>Risk</b>	<b>Major Failure of Health and Safety Procedures</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	4

<b>Detail</b>	Major failure of Health and Safety Procedures, including Educational Visits and Food Hygiene, resulting in fatality or serious accident/illness.
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Failure to care for pupils Damage to reputation Loss of fee income	Adherence to Health and Safety policies Trips and visits guidance Safety Inspection Audits Health and Safety issues specifically addressed during recent catering corporate catering tender exercise

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<b><u>Summary</u></b> Although the likelihood of a major failure of Health and Safety Procedures is extremely low this remains an amber risk due to the major impact which any such failure would have on the School.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	1	4
	<b>Control Evaluation</b>	
	<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Assistant Headmaster**

<b>Risk</b>	<b>Major disruption to public transport system.</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		2	4

<b>Detail</b>	Major disruption to public transport system making access to school difficult for all stakeholders.
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Disruption to school life Recruitment difficulties	Identification and publication of alternative access routes IT communication strategies and various marketing initiatives. School Travel Plan updated early 2013

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<b><u>Summary</u></b> All possible steps to mitigate the effect of major disruption to the public transport system have been taken. However, this remains an amber risk due to the likelihood of such disruption and the potential effect upon the School.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	2	3
	<b>Control Evaluation</b>	
	<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Second Master**

<b>Risk</b>	<b>Major Failure of Child Protection Policies</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		1	5

<b>Detail</b>	Major failure of Child Protection Procedures
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Damage to reputation Loss of fee income Adverse effects upon pupil behaviour, examination performance and results	Adherence to Child Protection Policies Compliance with Disclosure and Barring Service Regulations Child Protection issues properly addressed during staff recruitment and tender exercises Staff training

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<b><u>Summary</u></b> Although a major failure of Child Protection Procedures is highly unlikely this remains an amber risk due to the major impact which any such failure would have on the School.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	1	4
	<b>Control Evaluation</b>	
	<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Director of Finance**

<b>Risk</b>	<b>Prolonged and Widespread Economic Downturn</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	3

<b>Detail</b>	Prolonged and Widespread Economic Downturn
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Loss of fee income due to reduced number of applicants and lower retention rates School may need to "fill up" with boys who are less academically able	Maintain proactive marketing and excellent relationships with feeder schools Keeping fees at competitive levels Maximum use of funds available to increase access and assist in cases of hardship.

<b><u>Summary</u></b> A prolonged and widespread economic downturn is possible. However, the School's recruitment and retention have remained very high despite recent difficult economic times. However, this remains an amber risk because of the likelihood of such an event and its potential impact on the School.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	3	2
	<b>Control Evaluation</b>	
	<b>G</b>	



**City of London School Risk Summary**

**Risk Owners: Director of Studies and Head of ICT**

<b>Risk</b>	<b>Failure to maintain and operate reliable and efficient IS systems</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	3

<b>Detail</b>	Failure to maintain and operate reliable and efficient IS systems
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Unreliable and inefficient IS services impeding delivery of core administrative and academic functions Data leakage leading to damage to reputation and possible legal action. Failure to keep pace with educational IS developments	The recently formed IS steering group provides strategic planning throughout the School. Appropriate security policies and procedures to minimise the possibility of data leakage and/or corruption.

<b><u>Summary</u></b> The recently formed IS steering group has provided strategic planning throughout the School and is implementing a number of projects. However, due to the high significance of IS matters this remains as an amber risk.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	2	3
	<b>Control Evaluation</b>	
	<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Director of Finance**

<b>Risk</b>	<b>Inadequate resources and facilities.</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	3

<b>Detail</b>	Inadequate resources and facilities to allow delivery of service and maintenance of reputation.
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
Insufficient financial resources to provide appropriate facilities Failure to plan ahead and anticipate future requirements City's Education portfolio is being reviewed by the Education Strategy Working Party.	Proper financial controls and regular review of performance. Appropriate and robust budgeting procedures. Various value for money initiatives. School Strategic Plan drawn up annually and reviewed regularly during the year. Constructive input to Education Strategy Working Party.

<b><u>Summary</u></b> The City Corporation has set up an Education Strategy Working Party to review its Education portfolio. The School will contribute constructively to this review mindful of its role in helping the City to achieve both its strategic aims and key priorities. However, in the light of the review this risk has been increased from green to amber.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	2	3
	<b>Control Evaluation</b>	
	<b>G</b>	

**City of London School Risk Summary**

**Risk Owner: Head Teacher  
Board for Head Teacher appointment**

<b>Risk</b>	<b>Failure to recruit and retain high quality teaching and support staff</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	3

<b>Detail</b>	Failure to recruit and retain high quality teaching and support staff
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<b><u>Specific Threats/Issues</u></b> Erosion of teaching standards leading to damage to reputation. Decline in staff morale. School location and implications for travelling time and costs. Recruitment of a new Head Teacher as from January 2014 is underway.	<b><u>Mitigating Actions</u></b> Robust and successful recruitment procedures Maintenance of attractive terms and conditions Training and regular appraisals Appropriate procedures for the recruitment and induction of Head Teacher.
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<b><u>Summary</u></b> Appropriate procedures have been implemented for the recruitment and induction of a new Head Teacher. These include extensive involvement by the Board of Governors with support from both the City's Corporate HR department and professional consultations. Consequently this remains a green risk.	<b>Net Risk</b>	<b>G</b>
	<b>Likelihood</b>	<b>Impact</b>
	1	3
	<b>Control Evaluation</b>	
	<b>G</b>	

# City of London School Risk Summary

Risk Owner: Director of Admissions

Risk	Uncertainties regarding 13+ recruitment for September 2014 entry	Gross Risk	A
		Likelihood	Impact
		3	4

Detail	The School has followed its major competitors in making offers for entry at 13+ two years in advance of the actual entry date. In March 2012 the School made offers for 13+ entry in September 2014. Parents will have to confirm whether they wish to take up these places for their sons in Autumn 2013. This is a new procedure and it is possible that the number of places taken up is either significantly higher or lower than the School would ideally like.
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<b><u>Specific Threats/Issues</u></b>	<b><u>Mitigating Actions</u></b>
A low level of take up could lead to a decline in income. A high level of take up could lead to a need for additional staffing and/or other resources. The ongoing effect of the new procedure in future years needs to be considered.	May be an opportunity to "fill up" if take up rates are significantly low. Budgetary planning in terms of both finances and resources will be flexible to take account of any significantly high take up rates. Future recruitment will be reviewed in the light of actual take up rates in Autumn 2013.

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<b><u>Summary</u></b> The new procedures outlined above have given the School a stronger position in the highly competitive 13+ recruitment market and it is encouraging that places have been provisionally accepted for a number of very able pupils. However, there are inevitably some risks involved with such a major change of recruitment procedures. The School has taken appropriate steps to mitigate these risks.	Net Risk	A
	Likelihood	Impact
	3	3
	Control Evaluation	
G		

**City of London School Risk Summary**

**Risk Owner: Facilities Manager**

<b>Risk</b>	<b>Failure to maintain adequate maintenance and cleaning standards in the School because of corporate contracts</b>	<b>Gross Risk</b>	<b>A</b>
		<b>Likelihood</b>	<b>Impact</b>
		3	4

<b>Detail</b>	Maintenance and cleaning standards have deteriorated significantly in the School since corporate contracts were introduced for maintenance and cleaning.
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<b><u>Specific Threats/Issues</u></b> If not addressed the low standards of maintenance and cleaning could seriously affect both school life and future recruitment.	<b><u>Mitigating Actions</u></b> The School has worked with the Centralised Contract Administrators to try and improve standards; for example, new arrangements regarding cleaning staff will be introduced in Autumn 13. Additional staff are being recruited into the Centralised Contract teams.
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<b><u>Summary</u></b> The School is providing constructive support to the Centralised Contract Administrators as they seek to improve maintenance and cleaning standards at the School.	<b>Net Risk</b>	<b>A</b>
	<b>Likelihood</b>	<b>Impact</b>
	3	3
	<b>Control Evaluation</b>	
		<b>A</b>

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# Agenda Item 14

By virtue of paragraph(s) 1, 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 15

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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