



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

Date: WEDNESDAY, 30 APRIL 2014

Time: 11.00 am

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

Members:

Stuart Fraser (Chairman)	Hugh Morris
Deputy John Bennett (Deputy Chairman)	Graham Packham
Michael Bramwell, (co-opted) (External Member)	Alderman Dr Andrew Parmley
Roger Chadwick	Judith Pleasance
Brian Harris	Elizabeth Rogula
Alderman Peter Hewitt	Deputy Dr Giles Shilson, (ex-officio) (Ex- Officio Member)
Michael Hudson	Sir Michael Snyder, (ex-officio) (Ex- Officio Member)
Vivienne Littlechild	Councillor Chris Townsend, (co-opted) (Ex-Officio Member)
Sir Clive Martin, (co-opted) (External Member)	Philip Woodhouse
Andrew McMillan, (co-opted) (External Member)	Gillian Yarrow, (co-opted) (Ex-Officio Member)
Douglas Mobsby, (co-opted) (External Member)	

Enquiries: Georgina Denis
tel. no.: 020 7332 1399
georgina.denis@cityoflondon.gov.uk

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 28 January 2014.

For Decision
(Pages 1 - 4)

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

To receive the public minutes and summary of the meeting held on 1 April 2014.

For Information
(Pages 5 - 8)

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

To receive the public minutes and summary of the meeting held on 1 April 2014.

For Information
(Pages 9 - 10)

6. **SCHOOL MINIBUSES POLICY**

City of London Freeman's School Minibuses Policy.

For Decision
(Pages 11 - 16)

7. **CITY OF LONDON FREEMEN'S SCHOOL SAFEGUARDING POLICY**

City of London Freeman's School Safeguarding Policy.

For Decision
(Pages 17 - 30)

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

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

10. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business 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.

For Decision

Part 2 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 28 January 2014.

For Decision
(Pages 31 - 38)

12. **NON-PUBLIC MINUTES OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE**

To receive the non-public minutes of the meeting on 1 April 2014.

For Information
(Pages 39 - 44)

13. **NON-PUBLIC MINUTES OF THE ACADEMIC AND EDUCATION SUB-COMMITTEE**

To receive the non-public minutes of the meeting on 1 April 2014.

For Information
(Pages 45 - 48)

14. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Report of the Town Clerk.

For Information
(Pages 49 - 50)

15. **MASTER PLAN UPDATE**

The City Surveyor to be heard.

For Information

16. **FEES STRATEGY 2015/16 - 2019/20**

Report of the Headmaster of the City of London Freemen's School.

For Information
(Pages 51 - 54)

17. **BURSAR'S REPORT**

Report of the Bursar of the City of London Freemen's School.

For Information
(Pages 55 - 70)

18. **HEADMASTER'S REPORT**

Report of the Headmaster of the City of London Freemen's School.

For Information
(Pages 71 - 104)

19. **HEAD OF JUNIOR SCHOOL REPORT**

Report of the Head of the Junior School, City of London Freemen's School.

For Information
(Pages 105 - 112)

20. **TEACHING STAFF PAY AWARD 2014/15**

To be heard.

For Information

21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Tuesday, 28 January 2014

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Room - 2nd Floor West Wing, Guildhall on Tuesday, 28 January 2014 at 11.00 am

Present

Members:

Stuart Fraser (Chairman)	Andrew McMillan (External Member)
Deputy John Bennett (Deputy Chairman)	Douglas Mobsby (External Member)
Michael Bramwell (External Member)	Hugh Morris
Roger Chadwick	Graham Packham
Brian Harris	Alderman Dr Andrew Parmley
Alderman Peter Hewitt	Judith Pleasance
Michael Hudson	Councillor Chris Townsend
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin (External Member)	Gillian Yarrow (External Member)

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Steve Telling	- Chamberlain's Department
Roger Adams	- Senior Principal Surveyor, City Surveyor's Department
Philip MacDonald	- Headmaster, City of London Freeman's School
Vicky Buckman	- Deputy Head, City of London Freeman's School
Sue Williams	- Bursar, City of London Freeman's School

The Chairman opened the meeting by welcoming the Chief Commoner to his first meeting of the Board.

Deputy Robin Eve

The Chairman paid tribute to Deputy Robin Eve an old boy of the City of London Freeman's School and past Chairman of the Board. The Board stood in memory of Deputy Eve.

1. **APOLOGIES**

Apologies for absence were received from Elizabeth Rogula.

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

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

3. **MINUTES**

The public minutes and summary of the meeting held on 29 November 2013 were considered and approved as a correct record.

4. **SCHEME OF DELEGATIONS**

The Board considered a report of the Town Clerk regarding those elements of the City Corporation's Scheme of Delegations and Standing Orders for which they have responsibility.

The Town Clerk highlighted that the overall Scheme of Delegations had now been approved by the Policy and Resources Committee.

The Headmaster highlighted that the principal changes in terms of his delegations were the addition of various HR functions regarding things such as appointments and salary structure.

RESOLVED – That:

1. the delegations relating to the Headmaster of the City of London Freemen's School as set out in the appendix to the report be approved; and
2. Governors note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.

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

There were no questions.

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

Governor Training

The Board were informed that the Headmaster and Deputy Head would be hosting a Governor training session entitled 'Inspections – a Guide for Governors' from 2-3pm this afternoon.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED – That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business 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>
8	2, 3 & 4
9	1, 3 & 4
10	1 & 3
11	3 & 4
12	1
13	3
14	1, 2 & 3
15	1

16	-
17	-
18	2, 3 & 4

8. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 29 November 2013 were considered and approved as a correct record.

9. REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND

The Board considered and approved a joint report of the Chamberlain, the Headmaster of the City of London Freeman's School and the City Surveyor providing the annual updated projection of the cost of works to be met from the Repairs, Maintenance, Improvements and Major Works Fund over the next 10 years.

10. PROPOSED 2014/15 REVENUE BUDGET

The Board considered and approved a joint report of the Chamberlain and the Headmaster of the City of London Freeman's School presenting the proposed 2014/15 revenue budget for review and subsequent submission to the Finance Committee.

11. MASTER PLAN UPDATE

The Board received a report of the City Surveyor providing Governors with an update on Phase 1 of the School's Master Plan works.

12. HEADMASTER'S REPORT

The Board received a report of the Headmaster of the City of London Freeman's School relative to various School matters including the School Roll, Staffing Matters, Sixth Form Scholarships and the recent Sports Survey.

13. CITY OF LONDON FREEMEN'S SCHOOL SWIMMING POOL FIRE

The Board received a report of the Headmaster of the City of London Freeman's School providing Governors with an overview of the major fire that destroyed the swimming pool building on the 3rd January 2014.

14. BURSAR'S REPORT

The Board received a report of the Bursar of the City of London Freeman's School regarding various issues such as the School's Financial Position, Arrears of Fees, Human Resources and Marketing and Development.

15. HEAD OF JUNIOR SCHOOL REPORT

The Board received a report of the Head of the Junior School, City of London Freeman's School, providing Governors with an overview of events in the Junior School since the last Board meeting.

16. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

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

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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

18. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 29 November 2013 were considered and approved as a correct record.

The meeting ended at 12.35 pm

Chairman

Contact Officer: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

Agenda Item 4

FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Tuesday, 1 April 2014

Minutes of the meeting of the Finance, General Purposes and Estates Sub-Committee 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 Tuesday, 1 April 2014 at 10.30 am

Present

Members:

Stuart Fraser (Chairman)
Deputy John Bennett (Deputy Chairman)
Brian Harris
Vivienne Littlechild
Douglas Mobsby (External Member)

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

1. APOLOGIES

There were no apologies.

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

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 15 November 2013 were considered and approved as a correct record.

MATTERS ARISING

OFA Clubhouse (page 1) – The Chairman highlighted that he was still in discussion with the OFA on this matter and that both he and the School had made it clear that they remained committed to having an OFA presence 'on

site'. It was still, however, unclear where any future OFA Clubhouse might be sited.

A Governor sought confirmation that the OFA did not have any rights to a New Lease under the Landlord & Tenant Act 1954 when the present lease expires. The City Surveyor undertook to look into this matter and report back.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

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

6. **EXCLUSION OF THE PUBLIC**

RESOLVED – That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business 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>Exempt Paragraph(s)</u>
7	3
8	3 & 4
9	3 & 4
10	2, 3 & 4
11	3 & 4
12	2, 3 & 4
13	-
14	-

7. **MINUTES**

The non-public minutes of the meeting held on 15 November 2013 were considered and approved as a correct record.

8. **MASTER PLAN UPDATE**

The City Surveyor provided the Sub Committee with a verbal update on the Master Plan works.

9. **FEES STRATEGY 2015/16 - 2019/20**

The Sub Committee received a report of the Headmaster of the City of London Freemen's School outlining the Fees and Charges Strategy for the five year period ending on 31 July 2020.

10. **BURSAR'S REPORT**

The Sub Committee received a report of the Bursar of the City of London Freemen's School updating Governors on matters such as arrears of fees and the School's financial position.

11. **SWIMMING POOL UPDATE**

The Headmaster of the City of London Freemen's School was heard with regard to the School Swimming Pool.

12. **UPDATE ON TEACHING STAFF PAY AWARD**

The Headmaster of the City of London Freemen's School was heard relative to the Teaching Staff Pay Award 2014/15.

13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions in the non-public session.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The Deputy Chairman informed the Sub Committee of progress with regard to the City's Education Strategy.

The meeting ended at 12 noon.

Chairman

Contact Officer: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk

This page is intentionally left blank

**ACADEMIC & EDUCATION SUB COMMITTEE OF THE BOARD OF GOVERNORS
OF THE CITY OF LONDON FREEMEN'S SCHOOL
Tuesday, 1 April 2014**

Minutes of the meeting of the Academic & Education Sub Committee 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 Tuesday, 1 April 2014 at 11.30 am

Present

Members:

Stuart Fraser (Chairman)
Deputy John Bennett (Deputy Chairman)
Vivienne Littlechild
Sir Clive Martin (External Member)
Councillor Chris Townsend (External Member)
Gilly Yarrow (External Member)

Officers:

Gemma Stokley	- Town Clerk's Department
Philip MacDonald	- Headmaster, 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
Matthew Close	- Head of Sixth Form, City of London Freeman's School
Evelyn Guest	- Head of Upper School, City of London Freeman's School
Mark Beach	- Head of Junior School, City of London Freeman's School

1. **APOLOGIES**

There were no apologies.

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

There were no declarations.

3. **MINUTES**

The public minute sand summary of the meeting held on 15 November 2013 were considered and approved as a correct record.

MATTERS ARISING

Governor Training (page 2) – In response to a question from the Deputy Chairman, the Deputy Head reported that the Governor Training Log maintained by the School was up to date. She added that she would be happy to share the log with the Board going forward.

4. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions.

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

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

6. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business 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.

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 15 November 2013 were considered and approved as a correct record.

8. **UPDATE ON EXAMINATION RESULTS' ACTION**

The Sub-Committee received a report (tabled) of the Deputy Head, Academic, of the City of London Freemen's School updating Governors on the Plans introduced to help improve public examination results going forward.

9. **SABBATICAL LEAVE - FEEDBACK**

The Sub-Committee received a report providing Governors with feedback from a recently completed sabbatical.

10. **SCHOOL POLICIES FOR REVIEW**

The Sub Committee considered and approved both the School Minibuses and Safeguarding Policies.

11. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

Governors questioned the progress being made in recruiting various new members of the School's SMT.

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The Deputy Chairman updated the Sub Committee on the establishment of the City's new Education Board.

The meeting ended at 1.07 pm

Chairman

Contact Officer: Gemma Stokley
tel. no.: 020 7332 1427
gemma.stokley@cityoflondon.gov.uk



SCHOOL MINIBUSES

1. Introduction

The School owns a number of minibuses to assist with transporting pupils to and from school activities. Each minibus carries a driver and 16 passengers. Staff are not permitted to drive a minibus unless they have received written confirmation from the Bursary that they are an authorised driver. The authorisation process will include checks as set out in this Policy. Staff should not drive a minibus with passengers unless they are competent and are authorized to do so. There are additional restrictions and specific authorisation is required to drive a minibus abroad.

2. Permitted Use and Users

Minibuses should only be used for School business i.e. to transport pupils to or from an official school activity. If you are unsure whether your journey would be defined as School business, you must obtain written permission from the Headmaster in advance of using the minibus. Under no circumstances should the minibuses be used without prior authorisation. Private use is not covered by the terms of the Corporation's Vehicle Insurance Policy and special arrangements are required to drive overseas.

To become an authorised minibus driver staff must have either;

- taken the Corporation Minibus Test and been passed as competent and safe drivers or,
- (since September 2010), have undertaken and passed training provided under the Minibus Driver Awareness Scheme (MIDAS) or similar.

These tests include checks that staff hold the relevant category of driving licence and it is expected that staff will hold a 'clean' driving licence. They should report any private accident or incident affecting their licence in which they are involved during their employment at City of London Freeman's School to the Bursar. A copy of the driving licence will be kept by the school and staff will be asked to bring both parts of their licence for checking at least annually.

Newly authorised minibus drivers will be asked to attend a health check from the School Nurse. Health checks will be required for all drivers periodically thereafter. You will be informed by the Nurse when this is required. Sports coaches and some non-employees will need to have a health check provided by their GP, and you will be notified when this is required. Please discuss the cost of an external health check with the bursar before committing expenditure.

Under no circumstance should drugs or alcohol be used twelve hours before or during driving the minibus. Staff must inform the Bursary or Medical centre of any changes to their health if they are on the approved Minibus user list. This will include being prescribed long term medication or changes to vision.

Under no circumstances should mobile phones be used whilst driving the minibuses, not even when a hands-free kit is fitted to the vehicle. Mobile devices should be switched off and stored out of reach of the driver for safety reasons. Full attention must be paid to driving, and the prevailing conditions, at all times, including whilst driving on the School site.

The Headmaster reserves the right to refuse staff access to the School Minibuses.

3. How to book a Minibus

All minibus bookings are handled via the Gatehouse. The Gatehouse is open from 8.00am – 5.00pm Monday – Friday only.

TO BOOK A MINIBUS:

Academic network users only:

Go to **Start, My Computer, Staff-shared on Starsky, Sodexo**

Open the **Minibus Diary**. (This is a 'read only' document.) Click on the relevant week (bottom tabs) on the Excel spreadsheet. Scroll along the top to view the relevant day of the week. Check to see if a minibus is available for times that you require. Exit the Diary system.

City network users only:

Select the **H Drive**. Click on the folder **Catering & Housekeeping**

All users:

Select the **Minibus Hire Form**. The document will open in the form of an email.

Complete selected form including full details of trip, destination and reason.

Change subject heading to reference your booking.

Click **Send** to automatically email Sodexominibus@clfs.surrey.sch.uk

Please note that the person booking the minibus MUST be the same as the one who collects the keys from the Gatehouse

You will receive email confirmation that your booking has been accepted and entered onto the diary system.

On the day of your requirement, collect the Key and Fuel Card for the minibus from the Gatehouse.

For weekend bookings – Drivers should collect minibus keys and fuel cards from the Gatehouse on a Friday before 5.00pm and must be returned before 8.00am on Monday. (These can be put through the letterbox to the right of the Gatehouse door or handed to a manager in the Sodexo catering office in Main House).

For minibus bookings for the collection of visitors from Ashtead Station, use the above booking process noting your requirements.

4. Advice to Users

Each vehicle has a log book in which details of each journey should be entered including the destination and date and times of departure and return. Mechanical problems of any kind should be recorded as accurately as is possible in the log book and a return incident report form must be completed, if applicable, when you return to the Gatehouse.

The following are checked regularly by the maintenance department and Gatehouse staff:

- Safety Belts
- Brakes (including handbrake)
- Horn
- Lights
- Indicators
- Tyres and Wheel nuts
- Steering
- Fuel
- Oil
- Water
- Wipers/Washers
- Fire Extinguisher
- First Aid Kit

5. Drivers - What to check before use

The driver is legally responsible for the condition of the vehicle. Before departure, check that you are satisfied with the condition of the minibus you are using and report any concerns to the Gatehouse.

- a. Look for any damage and note details in log book. Report back to the Gatehouse any serious damage before you take it out.
- b. Check the fuel gauge - any user is expected to fill up if the tank shows close to one quarter full. Fuel must be paid for using the fuel card obtained from the Gatehouse. The details of each purchase of fuel must be recorded in the appropriate column in the vehicle log book and receipts returned with the key and fuel card.

- c. Visually check tyres, wipers and lights especially when commencing a long journey.
- d. Check tax disc.
- e. Check the A.A. breakdown card is in the vehicle.
- f. Check a First Aid kit is in the vehicle (see paragraph 16).
- g. Check to see the fire extinguisher is in the vehicle.
- h. Whilst the maintenance of the vehicle is not the responsibility of the member of Staff, if a very long journey is planned, it is advisable to drive the minibus for a short distance the day before departure.

6. **On return**

Ensure all rubbish is removed, that doors and windows are locked, that the interior lights are switched off and there is plenty of petrol in the tank. Details of the journey must be recorded in the log book immediately at the end of each journey. Return the key, fuel card and any receipts to the Gatehouse as soon as you return to School.

Any accidents, incidents or concerns with the operation of the minibus during your booking **must** be reported in writing immediately on return. This will enable swift rectification of problems and insurance claims if necessary. An accident report form is available from the Gatehouse.

7. **Reporting any Damage**

If any significant defect or damage is noted or occurs before, during or after use, please complete a minibus incident form which is available in the Gatehouse. Any damage will also require the completion of an Insurance Claim Form available from the Bursary.

Should you be involved in an accident in a school minibus you **must** personally report it to the School as required by law especially where injury to persons is involved. You must exchange names and addresses with other drivers but make no admission of liability at all.

Drivers found to be responsible for regular or frequent accidents or damage may be required to undertake additional training and may have their authorisation to drive the School minibuses revoked. In addition, subject to prior written warning, any driver responsible for regular or frequent damage may be required to personally contribute towards the cost of repair.

8. **Passenger Numbers and Supervision**

Do not take more passengers than there are fixed seats in each vehicle. To carry more would invalidate the Corporation's insurance.

9. **AA or other Assistance**

In case of breakdown or mechanical difficulty the AA can be called. The membership card is in each vehicle on the front windscreen or glove compartment

Driving Abroad

Drivers wishing to take minibuses abroad must discuss their requirements in advance with the Bursar.

10. **Safety**

The minibuses have lap and diagonal safety belts and forward facing seating with head-rests. They all carry Small 'Bus Permits on their windscreens. This indicates that we have complied with the following:-

- the number of passengers the 'bus may carry is clearly displayed and is never exceeded;
- there is a First-Aid kit on board;
- there is at least one fire-extinguisher on board;
- the minibus is serviced regularly.

The School must NOT hire our minibuses but confine them to School usage at all times. This is also required by our Insurance policy.

It is the responsibility of the Drivers of our School Minibuses to ensure orderly behaviour and the wearing of safety belts. Pupils must sit well back in their seats and not move around. They must not distract the driver in any way. Pupils must be supervised when boarding or alighting from a minibus. Gangways must be clear; luggage and other equipment must be stored safely and securely under seats. It should not be located where it can cause an obstruction to an exit, entrance or gangway.

11. **First Aid Kit**

A First Aid kit is available on each minibus. If any of the contents are used please write details in the log book

12. **Other guidelines for Drivers**

The door(s) must remain closed until the bus is at a complete standstill and the driver indicates that the pupils/passengers may get on/off the bus.

- a.
- b. Hazard lights, if fitted, should be used when pupils are boarding or alighting.
- c. Check that no bags or clothing are caught in the door when closed.

- d. Where seat belts are fitted, always insist the pupils use them.
- e. Do not drive away until all the pupils are seated and seat belts are fastened.
- f. Always park so that pupils alight on the footway and not on the carriageway.
- g. Be aware of pupils running back for items they may have left on the bus.
- h. If pupils have to exit by the rear of a minibus, then the driver should supervise this operation.
- i. Reversing should only be attempted when absolutely necessary and preferably with adult guidance.
- j. Remember some pupils may have a disability e.g. difficulties in walking, or poor eyesight.
- k. Cases of indiscipline should be reported to the Headmaster and offenders suitably punished.
- l. Drivers must know the procedures for dealing with:
 - accidents
 - breakdowns
 - poor weather
- m. Drivers should know how to use the fire extinguisher and first aid kit.
- n. No smoking or drinking of alcohol is allowed on the minibus by the driver or passengers. The driver must not drink any alcohol in the 12 hour period before driving a minibus.

Failure to comply with this policy may result in formal disciplinary action being taken.

Reviewed April 2014



SAFEGUARDING POLICY

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, "*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, "*Health and Safety*" February 2012 and "*Keeping Children Safe in Education*" April 2014.
 - 1.1.3 other relevant standards and guidance, including that 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 Safeguarding Children Board (SSCB) safeguarding procedures.
- 1.2 This policy has been prepared in consultation with Surrey Safeguarding Children Board (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 175 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, if they are in difficulties, also feel confident to approach adults in the knowledge that they will be 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 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 Safeguarding Children Board 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 Local Area 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 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 safeguarding and who has skills commensurate for this role. In the case of an allegation against the Head, the Chairman of Governors is the nominated person. 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 Lead Child Protection Liaison Officer (CPLO), who has undertaken relevant inter-agency child protection training delivered through Surrey Safeguarding Children Board and undertakes update training every 2 years.
- 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 Surrey Safeguarding Children Board.
- 2.1.5 All members of Staff are provided with relevant Safeguarding 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 safeguarding procedures. In particular, all Staff understand the need to avoid asking leading questions of children when a safeguarding matter is brought to the Staff member's attention and further that they should not attempt to investigate any allegation themselves. All members of staff are trained and receive regular updates in e-safety. 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 verification of identity, qualifications and a satisfactory DBS check for their suitability for work. All Staff that regularly come into contact with pupils, including contracted support staff such as cleaners and caterers, will be required to have a DBS check on appointment which will then be checked annually. 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, DBS 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. CPLOs, Senior Staff and at least one member of the Governing Body will also complete Safer Recruitment Training which will be renewed every 5 years.
- 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 the DBS within one month and ensure that any allegation is followed up in accordance with statutory guidance.
- 2.1.9 The School will make a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are; unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, at any time, for a relevant offence.
- 2.1.10 All parents/carers are made aware of the responsibilities of Staff members with regard to safeguarding procedures through publication of the School's Safeguarding Policy on the School website, and reference to it in our introductory School pack. The Policy is also available upon request to the School.
- 2.1.11 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 ongoing 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.

- 2.1.12 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.
- 2.1.13 Community users organising activities for children are made aware of the School's safeguarding guidelines and procedures.
- 2.1.14 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.
- 2.1.15 There is a policy, known to Staff and used in practice, for searching for and, if necessary, reporting any boarding house pupil missing from the School. A written record will be made of any incident of a boarding house pupil missing from School, the action taken, and any reasons given by the pupil for being missing.
- 2.2 The name of the Lead 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 Safeguarding policy, and the School's procedures with the lead CPLO's name clearly displayed, as part of their induction into the School.
- 2.4 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 School has a team of trained CPLOs who liaise with the Lead CPLO. The Lead CPLO is responsible for:

- 3.1.1 Referring a child to the Contact Centre Children's Team, 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 within 24 hours of a disclosure.
- 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 25 years of age.
- 3.1.4 Ensuring that an indication of an additional file as detailed in 3.1.3 is marked on the pupil's record.
- 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 attend case conferences, core groups, or other multi-agency planning meetings, and otherwise co-operates with Surrey Safeguarding Children Board 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 Safeguarding Children Board.
- 3.1.8 Undertaking training in safeguarding, including training in inter-agency working that is provided by, or to standards set by Surrey Safeguarding Children Board 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 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 safeguarding 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 Safeguarding Children Board , 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 the Surrey Safeguarding Children Board (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 Head 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. Guidance about conduct and safe practice, including safe use of mobile phones, email and social media by staff and volunteers will be given at induction.

- 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 Surrey Safeguarding Children Board. 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 Surrey procedures for managing allegations against staff. Following consultation with the LADO, it may be appropriate to use City of London's Disciplinary Procedures when managing allegations against staff, a copy of which is readily available in the School.
- 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 7.9 above.
- 7.10 Where an allegation is made against a member of the boarding Staff who is suspended pending an investigation of a safeguarding nature, the School will make appropriate arrangements for alternative accommodation for the staff member away from pupils.
- 7.11 The School has a procedure for managing the suspension of an external letting contract in the event of an allegation arising in that context.
- 7.12 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 CPLO who will inform the Head. The CPLO 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 the Surrey Safeguarding Children Board, 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 Safeguarding Children Board

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 safeguarding, 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 The School recognises that touch is appropriate in the context of working with children and all staff have been given "safe practice" guidance to ensure they are clear about their professional boundaries.
- 10.3 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 Lead CPLO must be informed immediately.

- 10.4 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.
- 10.5 We understand that force may never be used as a punishment.
- 10.6 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 safeguarding procedures.
- 11.2 The School's 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 Safeguarding Children Board.
- 11.3 The School keeps records of bullying and racist incidents in the Safeguarding File held by the Lead CPLO.

12.0 Prevention

- 12.1 We recognise that the School plays a significant part in the prevention of harm to its 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 **Monitoring and evaluation**

Our Safeguarding policy and procedures will be monitored and evaluated by:

- Regular contact between the Lead CPLO and the Safeguarding Governor;
- Discussions with pupils and staff;
- Pupil surveys and questionnaires;
- Scrutiny of attendance data;
- Scrutiny of risk assessments;
- Monitoring of records of bullying and racist behaviour;
- Review of parental concerns and parent questionnaires.

14.0 **Health & Safety**

14.1 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.

15.0 **Relevant Contacts**

15.1 Relevant contact details for issues relating to child protection at each of the three City Schools can be found in the attached appendix.

16.0 **This policy also links to our policies on**

Whole School behaviour
Whistleblowing
Anti-bullying
Health and Safety
Social Media use by staff
Attendance
PSHE
Recruitment

Revised January 2014

**Approved by the
Governors June 2013**

<u>Address:</u>	Ashtead Park, Ashtead Surrey, KT21 1ET
<u>Telephone</u>	01372 822426
<u>Headmaster</u>	Philip MacDonald
<u>Lead CPLO</u> <u>CPLO team</u>	Vicky Buckman (Deputy Head) Mark Beach (Head of Junior School) Matthew Close (Head of Sixth Form) Louise Jowitt (Assistant Head of Junior School)
<u>Contact Centre Children's Team</u>	0300 200 1006
<u>Assistant Team Manager</u>	0208 541 7041/7042
<u>Emergency Duty team (out of hours)</u>	01483 517898
<u>Surrey Local Authority Designated Officer</u>	01372 833321

This page is intentionally left blank

Agenda Item 11

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

Document is Restricted

This page is intentionally left blank

Agenda Item 12

By virtue of paragraph(s) 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 13

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

Document is Restricted

This page is intentionally left blank

Agenda Item 14

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

Document is Restricted

This page is intentionally left blank

Agenda Item 16

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

Document is Restricted

This page is intentionally left blank

Agenda Item 17

By virtue of paragraph(s) 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 18

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Agenda Item 19

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

Document is Restricted

This page is intentionally left blank