



Board of Governors of the City of London School for Girls

Date: FRIDAY, 21 JUNE 2013

Time: 11.30 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Deputy Sir Michael Snyder (Chairman)	Alderman David Graves
Clare James (Deputy Chairman)	Alderman Robert Hall
Professor John Betteridge, (co-opted)	Tom Hoffman
Ray Catt	Sylvia Moys
Nigel Challis	Henrika Priest
Dennis Cotgrove	Deputy Richard Regan
Deputy Billy Dove	Mary Robey, (co-opted)
Revd Dr Martin Dudley	Virginia Rounding
Dr. Stephanie Ellington, (co-opted)	Richard Sermon, (co-opted)
Stuart Fraser, (ex-officio)	Deputy Dr Giles Shilson, (ex-officio)

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Lunch will be served in Guildhall Club at the conclusion of the Board meeting

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 26 April 2013 (copy attached).

For Decision
(Pages 1 - 6)

4. **APPOINTMENT OF AGBIS REPRESENTATIVE**

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

For Decision

5. **CHILD PROTECTION POLICY**

Joint report of the Town Clerk and the Headmistress of the City of London School for Girls (copy attached).

For Decision
(Pages 7 - 20)

6. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Information
(Pages 21 - 30)

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

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

9. **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>
10	2, 3 & 4
11	1 & 3
12	2
13	-
14	-

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 26 April 2013 (copy attached).

For Decision
(Pages 31 - 32)

11. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls (copy attached).

For Decision
(Pages 33 - 112)

12. **PRESENTATION FROM THE HEAD OF THE SENIOR SCHOOL - PSHCEE**

Head of the Senior School, Claire Tao to be heard.

For Information

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

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

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Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Friday, 26 April 2013

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 26 April 2013 at 12 noon

Present

Members:

Sylvia Moys	Tom Hoffman
Professor John Betteridge	Clare James
Ray Catt	Mary Robey
Nigel Challis	Virginia Rounding
Deputy Billy Dove (in the Chair)	Richard Sermon
Revd Dr Martin Dudley	

Officers:

Gemma Stokley	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Howard Hillier-Daines	- City Surveyor's Department
Diana Vernon	- Headmistress, City of London School for Girls
Ned Yorke	- Bursar, City of London School for Girls

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

1. APOLOGIES

Apologies for absence were received from Deputy John Bennett (ex-officio), Dennis Cotgrove, Dr Stephanie Ellington (co-opted), Alderman David Graves, Alderman Robert Hall, Henrika Priest, Deputy Richard Regan, Deputy Dr Giles Shilson (ex-officio) and Deputy Sir Michael Snyder.

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 Town Clerk tabled the Order of the Court of Common Council, 25 April 2013, appointing the Board of Governors of the City of London School for Girls 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. A Member commented that the City of London School had also now adopted this same wording.

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 Sir Michael Snyder, being the only Governor expressing a willingness to serve as Chairman, was duly elected for the ensuing year.

5. ELECTION OF DEPUTY CHAIRMAN

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

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

The Board congratulated Mrs James on her election and she thanked all Governors for their support.

In the absence of the newly appointed Chairman, the new Deputy Chairman took the Chair for the remainder of the Board meeting.

6. MINUTES

The public minutes and summary of the meeting held on 1 February 2013 were approved and agreed as a correct record.

The Deputy Chairman welcomed Deputy Dove and Mr Challis to the meeting following their successful appointment to the Board at yesterday's Court of Common Council. She reported that Deputy Dove was familiar with the work of the School after having served on the Board as an ex-officio Governor in his capacity as past Chairman of the Board of Governors of the City of London School.

The Deputy Chairman went on to thank former Board member Deputy Stella Currie who had, unfortunately, not been returned to the Court in recent 'all out' Ward elections. She reported that Deputy Currie had been one of the Board's longest serving Governors following 26 years of service and would be sorely missed.

7. APPOINTMENT OF BURSARY COMMITTEE

The Town Clerk reminded the Board that the Bursary Committee could comprise the Chairman and Deputy Chairman of the Board and up to five other Governors.

It was also reported that the Deputy Chairman would preside over Bursary Committee meetings for the ensuing year.

The Board proceeded to appoint their Bursary Committee for 2013/14.

RESOLVED - that the following Governors be appointed to the Bursary Committee for the ensuing year:

Clare James (as Chairman)
Nigel Challis
Deputy Billy Dove
Revd. Dr. Martin Dudley
Sylvia Moys
Virginia Rounding

8. **APPOINTMENT OF REFERENCE SUB COMMITTEE**

The Town Clerk reminded Governors that the Reference Sub Committee could consist of the Chairman and Deputy Chairman of the Board and up to five other Governors.

The Board proceeded to appoint their Reference Sub Committee for 2013/14.

RESOLVED - that the following Governors be appointed to the Reference Sub Committee for the ensuing year:

Deputy Sir Michael Snyder (as Chairman)
Clare James (as Deputy Chairman)
Nigel Challis
Deputy Billy Dove
Revd. Dr. Martin Dudley
Tom Hoffman
Virginia Rounding

9. **APPOINTMENT OF AGBIS REPRESENTATIVE**

In the absence of any Governor expressing a willingness to serve as the Board's AGBIS representative for the ensuing year the Board suggested that this decision be deferred until its next meeting.

A Governor suggested that it would be useful to know what kind of commitment was involved in this appointment.

RESOLVED – That the appointment of an AGBIS representative be deferred until the next full Board meeting.

10. **REPORT OF THE HEADMISTRESS**

The Board considered a report of the Headmistress regarding the Main Hall Extension project and another future Capital project for the School.

The Bursar outlined the future Capital Project – a proposal to extend the gymnasium above the swimming pool in the 2014 summer holidays. He stated that residents were yet to be informed of the proposals.

In response to questions, the Bursar reported that financial assistance from the City would not be required for the new Capital Project.

The Bursar stated that the School were due to meet with residents early next week when the new Capital Project could be discussed. He added that he would also send a brief communication to the new Chairman of the Barbican Residential Committee ahead of the residents meeting.

RESOLVED – That, the Chairman and Deputy Chairman are granted Delegated Authority to accept the preferred tender for the Main Hall Extension works and to recommend the appointment of the contractor to the City's Projects Sub Committee on 19th June 2013.

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

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

13. 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>
14	1 & 3
15	-
16	-

14. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 1 February 2013 were approved and agreed as a correct record.

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

A Governor raised a question relating to the current Measles epidemic in parts of the country.

16. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Headmistress was heard on the 'Globe Project'.

The meeting ended at 12.25 pm

Chairman

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Agenda Item 5

Committee(s):	Date(s):
Board of Governors of the City of London School for Girls Board of Governors of the City of London School	21 st June 2013 26 th June 2013
Subject: Child protection policy	Public
Report of: Town Clerk, Headmaster (CLS) and Headmistress (CLSG)	For Decision
Summary	
<p>It is a statutory obligation to annually review the child protection policy. The attached policy incorporates additional guidance from the Department for Education on safeguarding and staff recruitment. It highlights the collaboration between the City of London Corporation as proprietor 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>	
Recommendation(s)	
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 4th 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

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

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Agenda Item 6

Committee: Board of Governors of the City of London School for Girls	Date: 21 st June 2013	Item no:
Report of: The Headmistress	Public:	
	For Information	

Forthcoming Events

1.

U1 Hooke Court Trip	7+ New Parents Afternoon
25 th June	Leavers Service
26 th June	Sports Day
27 th June	16+ Welcome Morning and Year 11 Book Day
27 th June	6 th Form Leavers Ball
28 th June	Sponsored Walk
1 st -12 th July	Year 11 Work Experience
1 st July	11+ New Parents Afternoon
1 st July	Year 10 and U2 Socials at CLS
1 st – 4 th July	GCSE Drama Performances
2 nd July	Open Evening
4 th July	Year 10 Parents Evening
5 th July	Prep Opera Performance
8 th -10 th July	Year 10 & 12 Greek Tragedy Performances
9 th July	U2 Grade 2 LAMDA Examination
9 th July	Guildhall Opera Scenes Performance for Year 7
9 th July	Year 8 City Girls in Science Day
10 th July	MAD Competition and Mission Fete
10 th July	Year 11 Dinner
11 th July	Term Ends
30 th August	Staff Induction Day
2 nd -3 rd September	Staff Days
4 th September	Student Induction Day
5 th September	Term Begins
9 th September	Prep Curriculum Afternoon
10 th September	7+ Open Morning
11 th September	Welcome to the 6 th Form Evening
12 th September	Extra-Curricular Fair
13 th September	Year 10 Parents Breakfast
18 th September	16+ Open Afternoon
19 th September	7+ Open Morning
25 th September	Prize Day
27 th September	11+ Open Morning
1 st October	7+ Open Morning
2 nd October	11+ Open Afternoon
4 th October	Year 13 Parents Breakfast
11 th October	Year 7 Parents Breakfast
16 th October	Junior and Senior Scholars Concerts
17 th October	11+ Open Morning

18 th October	Year 9 Parents Breakfast
21 st -29 th October	Half Term
31 st October	16+ Written Tests

Educational Visits

2.

21 st June	Year 9 Battlefield Day Trip
21 st June	Year 12 Economics Students Trip to the Coca Cola Factory
21 st -25 th June	Year 8 Normandy Trip
25 th June	Year 10 Away Day to Brussels
26 th June–3 rd July	Year 10 German Exchange to Trier
29 th June–4 th July	Year 12 Biology Field Trip
3 rd –4 th July	Choir Trip to Paris
8 th July	Prep Kensington Palace Day Trip
8 th July	Year 7 & 8 Stubbers Day Trip
12 th -15 th July	Skern Lodge Trip
16 th -18 th September	Year 7 Sayers Croft Trip
27 th -29 th September	GSA Netball Weekend
30 th September–4 th October	Year 8 & 9 Rhineland Trip
7 th -11 th October	U2 Dale Fort Trip
16 th -20 th October	Year 10 Granada Trip
30 th October-1 st November	U1 Hooke Court Trip
Sports Tour to Barbados	Dates and other details TBC

Governors' Visiting Days

3. The School is always delighted to welcome Governors to spend a day in school either attending lessons in a specific subject or else shadowing a particular year group.

Any Governors who would like to make a visit are asked to contact the Deputy Head at the school to discuss possible dates and the programme that would interest them.

Health & Safety

4. An emergency evacuation drill took place on 22nd April 2013.

Governors may recall that a fire safety inspection was carried out by an external consultancy in December 2012. An action plan was approved at January's H&S Committee meeting to deal with the few and relatively minor points identified. In January, the London Fire Brigade (LFB) carried out a "snap" inspection of the school and gave "advice under goodwill" which is a recognised term that falls short of a formal warning but does represent an expectation that action will be carried out, in this case by the beginning of the Autumn Term. A revised action plan has been drawn up in consultation with the City's Fire Safety Adviser. The main issues of concern to the LFB inspector were the location of computers and printers in corridors and the installation of additional fire doors in corridors and open spaces.

The minutes of the Health & Safety Committee meeting held on 16th April 2013 are at Annex A. The next meeting of the committee will take place on Monday 2nd September 2013.

There have been 3 reportable incidents during the period of 12th January to 3rd June 2013, these consist of a split chin and wrist injury during a netball practice, an incident in the DT department where a student did not follow instructions and put plastic into an oven and an ankle sprain.

Lettings

5.

ABRSM	15 th June	Main Hall
Barbican Association	25 th April	Main Hall
Charterhouse School	11 th & 12 th July	Main Hall
Chinmaya Mission UK	30 th April, 2 nd , 7 th & 9 th May	Library
Crossrail	16 th April	Committee Room
Exam Confidence	25 th -30 th May	10 Classrooms
Guildhall School of Music & Drama	13 th -19 th July	New Hall & Music Rooms
Highbury Roundhouse Youth and Community Centre	25 th May	Main Hall
Islington Boat Club	17 th & 24 th May	Swimming Pool
London Gay Mens Chorus	8 th & 22 nd May	Main / New Hall
London Philharmonic Choir	24 th April, 14 th June & 3 rd July	Main Hall or New Hall
London Philharmonic Orchestra	28 th April	Main Hall
London Symphony Chorus	18 th April, 7 th , 11 th , 16 th , 23 rd , 28 th & 30 th May, 14 th , 25 th & 28 th June	Main Hall or New Hall
London Symphony Orchestra	4 th May	New Hall

Regular Hirers

Barbican Lawn Tennis Club	Various Evenings	Tennis Courts
Global Harvesters Fellowship	Every Sunday	Main Hall
Go Mammoth	Every Monday - Thursday Evenings	Gymnasium
Nanuk Swimming	Every Thursday & Saturday	Swimming Pool
Royal Choral Society	Every Monday	Main Hall
St Paul's Cathedral School	Every Tuesday	Swimming Pool

Summary of Staff Training Academic Year 10/11

6. All teaching and support staff have had "refresher" training on Child Protection during the school year in accordance with DFE recommendations. The main thrust of the internal INSET programme for teachers has been on further development of Assessment for Learning and related matters of teaching and learning. A large group of staff representing a cross section of subject areas and levels of experience has attended in house training sessions on AFL led by Christine Harrison of King's College, London, who is a recognised expert in the field. These teachers have cascaded insights gained from the sessions to their departments and in discussions at Staff and Heads of Departments meetings.

The Teaching and Learning Committee (TLC) of teachers has continued to meet regularly and to spread ideas and examples of good practice arising from their meetings. The school's programme of peer lesson observations has also encouraged the sharing of successful pedagogy within and between departments. "Home grown" training sessions for the whole staff and large groups of staff, led by our own teachers,

have included training on using Twitter and other social networking Internet sites to provide sixth formers with links to useful academic articles and an introduction to the "mind sets" research of psychologist Carol Dwek, which provides interesting perspectives on students' different learning styles and personal resilience. There is also a mobile technology working party which has begun to explore the implications of using the latest technology in classroom to strengthen an independent approach to learning.

Individual and group INSET has continued alongside whole staff initiatives, with teachers attending a wide variety of externally provided courses on a range of professional issues including subject specific training in relation to Examination Specifications, training in the effective use of ICT including iPads in lesson delivery, Safeguarding, understanding adolescents' pastoral problems, and First Aid.

Meeting with Barbican Residents

7. Notes of the meeting on 30th April 2013 are at Annex B.

List of Annexes:

Annex A: Minutes of Health and Safety Committee Meeting
Annex B: Notes of Barbican Residents Meeting

Background Papers:
None

Contact:
Ned Yorke
020-7847-5524
bursar@clsq.org.uk

City of London School for Girls
Health & Safety Committee Minutes
Meeting Held on Tuesday 16th April 2013

Present: Ned Yorke (Chairman), Jason Valentine (H&S Coordinator), Peter Moore, , Andrew Douglas, Alastair Boyes, Ann McLean, Jane Curtis, Maggie Donnelly, Caroline Cole, Emily Herbert, Julian Murray, Ben Campbell-White, Andy Hill, Geraldine Walshe, Vicky Pyke (Secretary)

In Attendance: Diana Vernon

Apologies

David Libby, Ena Harrop, Sharon McCarthy, Ellie Perkins

Item 1 Previous Minutes

No matters arising from previous minutes.

Item 2 Matters Arising (not elsewhere on Agenda)

Staff Room Quiet Area

NY advised that EP had spoken to the two members of staff who agreed to tidy up their areas. It was agreed that, since this was a housekeeping issue which the Staff Room committee had agreed to deal with, the matter is now closed as far as the H&S Committee is concerned.

EP

First Aid Update

NY asked GW and JV if they had anything to add on First Aid training. GW advised that six members of staff had completed in-house First Aid training (including defibrillator) and that training on site was a successful innovation. She advised that the majority of support staff First Aiders are now trained on the defibrillator. JV advised that he is still awaiting dates for Evacuation Chair training.

Item 3 Safety Audit

NY advised that the follow up safety audit planned for February was postponed over concerns with the company regarding the Fire Safety audit that was carried out. These have now been resolved and we have been offered a free Health and Safety Audit to be carried out by Mrs Stevenson from Oxford Safety Risk Management. JV is to arrange dates for this and advised that it is most likely to be in the Autumn Term. AM asked if this will be carried out on the same basis as previous years and NY confirmed that this would be the case.

JV

Item 4 Fire Risk Assessment and Action Plan

NY asked JV if the action plan would be available on the shared area. JV advised that it would be once the Committee had approved the plan. NY advised that JV would be managing the plan and dealing direct with HoDs concerned. He advised that the Committee should accept the plan as it is both a working document and for strict application by 1st September 2013. He went on to thank JV for the work he has carried out on the plan. JV explained in outline the Risk Assessment and Action Plan. JV advised that he would be contacting HODs DT, Science, PE, Prep Art and Music individually to discuss in greater detail.

JV
HODs

JV advised that A and B floor photocopiers and PCs are to be removed from corridors. JM asked where they would be relocated. JV advised that this was for the IT section to arrange but that one would probably be relocated to the library. NY confirmed that the total number of printers would be unchanged.

DL

JC asked about artwork displayed in staircases. JV advised that all such artwork needed to be removed. NY suggested to JC that artwork should be displayed in the Reception area. DV suggested that glass casing should be looked into for the stairwell so that artwork could be displayed so as not to look too sterile when showing parents and visitors round.

JV

The committee approved the Risk Assessment and Action Plan.

JV

Item 5 Safety Assurance Inspection of 18th January

A and B Floors were inspected by the Safety Assurance Inspection Team and there were 4 low risk and 2 medium risk observations for action. JV confirmed that this has now been completed.

Item 6 Accident Reporting Update

GW reported on a course she attended on 26th March in relation to accident reporting. GW advised that up until now the procedure on accident reporting was to fill in an online form. This has now been changed to an incident line being set up (0207 332 1920) to call and give details over the phone. A form will then be sent to the School Nurse via email to complete various parts of the form

The City Corporation would now like “near-misses” to be reported as well as actual accidents. AM asked if this included all trips and falls. GW advised that not everything should be reported and that we should continue to carry on reporting on the things we would have reported on before and to use common sense.

GW

JM asked if staff should contact GW to report accidents or phone direct. GW advised that staff can report direct as long as she is copied in. GW advised that posters would be put up round the school and AM asked if she

could have one put up in PE.

Item 7 Crisis Management and Contingency Planning

NY advised that the Crisis Management Team met on 4th March to carry out a table top exercise and visited the underground tunnels on 5th March.

Item 8 Swimming Pool Review

NY advised that a swimming pool review was carried out by AM and JV last term and thanked them both for doing it. NY asked if they had anything to add to which AM replied that she had not other than to mention that a review of the Pool Attendant Job Description was being carried out and that she would be tightening up on Risk Assessments.

AM

Item 9 AOB

There was no other business.

Next H&S Inspection Dates

From Reception 09:30 – 11:30 Friday 3rd May 2013

From Reception 09:30 – 11:30 Friday 5th July 2013

From Reception 09:30 – 11:30 Friday 11th October 2013

Next Meeting

12pm Monday 2nd September 2013 in the Committee Room.

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Notes on a Meeting with Barbican Residents held on Tuesday 30th April 2013

Present

Gillian Laidlaw	Thomas More House Resident
Tim Macer	Chair, Residential Consultation Committee
Jane Smith	Chair, Barbican Association
Sarah Styles	Barbican Estate Office
Andrew Douglas	Deputy Head, CLSG
Ned Yorke	Bursar CLSG

Matters Discussed

Main Hall Extension

Ned Yorke updated residents on this. The contract is now out to tender. Work is expected to begin on 15th July. The main work will be finished by the beginning of September. Internal fitting out will be completed by November.

He tabled drawings of what the finished extension will look like, a plan of the changes that will be made internally and maps showing the routes by which materials will be delivered and where the site working area will be.

Andrew Douglas and Ned Yorke thanked the representatives of the residents for the very constructive attitude they had taken towards this project. They said that their input on matters such as paint and minimising noise from plant had been helpful and had been taken into consideration.

Plans for Alteration to the Gym

Ned Yorke forewarned residents of an embryonic plan for internal work in summer 2014. The objective will be to extend the gym into the void above the pool. There will be no alteration to the exterior of the building but there will inevitably be some noise and disruption arising from the project. All work will be carried out in accordance with the rules for work in the Barbican.

In this context there was some discussion of cars parking in the churchyard on St Giles Terrace on Sundays. Ned Yorke said that this had been investigated and that save for on one occasion in the past when the matter had been dealt with, the Chinese Church had not been responsible for these vehicles, despite some erroneous rumours apparently circulating amongst residents. He also pointed out that the Chinese Church was no longer using the school premises.

Outdoor Performances

Andrew Douglas informed residents about some outdoor theatrical performances that will be taking place in the area around the stone steps adjacent to the DT block at the end of the term, mainly during school hours and certainly ending no later than 6.30 PM.

Year 10 drama pieces will be performed during the week commencing 1st July and *Medea* will be performed in the week commencing 8th July. The school will notify residents of details via Sarah Styles nearer the time and any residents wishing to come to see the performances would be very welcome.

Posts at CLSG that might interest Residents

In the wake of the successful use of Barbican residents as exam invigilators in the school, the school will advertise two vacancies via Sarah Styles. The first is that of German Assistant. It would suit a native speaker. The post involves approximately 6 hours per week of conversation classes with individuals and small groups and the rate of pay is £16.74 per hour.

The second post is a full time one as Admissions Officer. The salary is in the region of £36,000 per annum.

AOB

Gillian Laidlaw said that a few residents are still complaining about the PE equipment boxes which are visible on the all weather surface from their glassed in staircase.

Ned Yorke said that the school had been asked to look into this by The Revd Dr. Dudley, a Governor who is also a residential member and had complied with the request made by him as far as possible. Now and it is hoped more aesthetically pleasing boxes will be ordered but the PE Department have no alternative but to store their equipment where it is required.

Ned Yorke said that it was possible that a bouncy castle would be on site for the Year 13 Leavers Day just before half-term but that this was still to be approved because of health and safety concerns.

Agenda Item 10

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of the Local Government Act 1972.

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Agenda Item 11

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