



## Board of Governors of the City of London School for Girls

**Date:** MONDAY, 20 FEBRUARY 2017  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOMS, WEST WING, GUILDHALL

**Members:**

Clare James (Chairman)	Christopher Hayward
Nicholas Bensted-Smith (Deputy Chairman)	Tom Hoffman
Professor Anna Sapir Abulafia (Co- opted Member)	Ann Holmes
Randall Anderson	Sylvia Moys
Professor John Betteridge (Co-opted Member)	Elizabeth Phillips (Co-opted Member)
Deputy Roger Chadwick (Ex-Officio Member)	Deputy Richard Regan
Nigel Challis	Mary Robey (Co-opted Member)
Dennis Cotgrove	Sheriff & Alderman William Russell
Emma Edhem	Ian Seaton (Ex-Officio Member)
Dr. Stephanie Ellington (Co-opted Member)	Richard Sermon (Co-opted Member)
Alderman John Garbutt	Sir Michael Snyder

**Enquiries:** Gemma Stokley  
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gemma.stokley@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1pm  
NB: Part of this meeting could be the subject of audio or video recording

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 non-public summary of the meeting held on 2 December 2016.

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

4. **APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES**

Resolution of the Policy and Resources Committee.

**For Decision**  
(Pages 5 - 6)

5. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress of the City of London School for Girls.

**For Decision**  
(Pages 7 - 94)

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

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

8. **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

9. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 2 December 2016.

**For Decision**  
(Pages 95 - 100)

10. **REVIEW OF BURSARY GUIDELINES - UPDATE FROM JOINT SCHOOLS WORKING PARTY HELD ON 9 JANUARY 2017**  
Report of the Chamberlain.

**For Information**  
(Pages 101 - 106)
11. **OUTREACH PRESENTATION**

**For Information**
12. **RS ACADEMIES PRESENTATION**

**For Information**
13. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND**  
Joint report of the Chamberlain, the Headmistress and the City Surveyor.

**For Decision**  
(Pages 107 - 116)
14. **CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND - INVESTMENT IN THE CITY OF LONDON CHARITIES POOL**  
Report of the Chamberlain.

**For Discussion**  
(Pages 117 - 140)
15. **NON PUBLIC REPORT OF THE HEADMISTRESS**  
Report of the Headmistress of the City of London School for Girls.

**For Decision**  
(Pages 141 - 170)
16. **PROPOSAL TO EXPLORE THE EXTENSION OF CITY OF LONDON SCHOOLS INTERNATIONALLY**  
Joint report of the Headmistress of the City of London School for Girls and the Head of the City of London School.

**For Decision**  
(Pages 171 - 234)
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

### **Part 3 - Confidential Agenda**

19. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 2 December 2016.

**For Decision  
(Separately Circulated)w**

## BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS Friday, 2 December 2016

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at the School on Friday, 2 December 2016 at 10.30 am

### Present

#### Members:

Clare James (Chairman)  
Nicholas Bensted-Smith (Deputy  
Chairman)  
Nigel Challis  
Alderman John Garbutt  
Christopher Hayward  
Ann Holmes

Sylvia Moys  
Elizabeth Phillips (Co-Opted Member)  
Mary Robey (Co-Opted Member)  
Sheriff & Alderman William Russell  
Ian Seaton (Ex-Officio Member)  
Sir Michael Snyder

#### Officers:

David Arnold  
Chrissie Morgan  
Sarah Port  
Steven Reynolds  
Ena Harrop

Alan Bubbear  
Claire Tao

Town Clerk's Department  
Director of Human Resources  
Chamberlain's Department  
Chamberlain's Department  
Headmistress, City of London School for  
Girls  
City of London School for Girls  
City of London School for Girls

#### 1. **APOLOGIES**

Apologies for absence were received from Professor Anna Sapir Abulafia (Co-Opted Member), Randall Anderson, Emma Edhem, Dr Stephanie Ellington, and Tom Hoffman.

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

Christopher Hayward declared a non-pecuniary interest in matters relating to Item 13 by virtue of being a member of a Livery Company that provided bursary funding to the City of London School for Girls.

#### 3. **MINUTES OF THE BOARD OF GOVERNORS**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 10 October 2016 be approved, subject to the correction of one typographical error.

#### 4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**

The Board considered a report of the Town Clerk that sought approval to the Board's Terms of Reference and frequency of meetings.

**RESOLVED** – That the Terms of Reference and frequency of Board meetings be approved.

5. **NEW MANAGING PEOPLE POLICY AND REVISED DISCIPLINARY AND GRIEVANCE PROCEDURES**

The Board considered a Director of Human Resources that sought approval to the City of London Corporation's Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure.

**RESOLVED** – That, subject to the correction of some typographical errors, the Managing People Policy, the Disciplinary Procedure, and the Grievance Procedure be approved.

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

There were no questions.

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

There were no items of urgent business.

8. **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.

9. **NON-PUBLIC BOARD OF GOVERNORS MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 10 October 2016 be approved.

Matters Arising

The Town Clerk confirmed that the Board of Governors training records had been sent to the Headmistress for her information.

10. **125TH ANNIVERSARY WORKING PARTY MINUTES**

The Board received the draft minutes of the meeting held on 3 November 2016. Governors noted that arrangements were progressing well and another meeting of the Working Party would be held during March 2017.

11. **RESOLVED** – That the draft minutes of the meeting held on 3 November 2016 be noted.

11. **HEADMISTRESS' REPORT**

The Board considered and approved a report of the Headmistress that provided information of non-public business and safeguarding matters in relation to the School.

12. **SCHOOL TRIP PRESENTATION**

The Board received a presentation regarding a recent Sixth Form volunteering trip to Sri Lanka.

13. **BURSARY FUNDS**

The Board received a report of the Headmistress that provided details of the balances within the City of London School for Girls Bursary Fund incorporating the City of London School for Girls Scholarships and Prizes Fund.

**RESOLVED** – That the bursary funds be noted.

14. **GATEWAY 4 DETAILED OPTIONS APPRAISAL: REFURBISHMENT PROJECT PHASE 2**

The Board considered a report of the Headmistress that provided a detailed options appraisal for phase 2 of the summer 2017 refurbishment project.

15. **PROPOSED 2017/18 REVENUE BUDGET**

The Board considered a joint report of the Chamberlain and the Headmistress that sought approval to the proposed 2017/18 revenue budget.

16. **REPAIRS, MAINTENANCE AND IMPROVEMENTS FUND**

The Board considered a joint report of the Chamberlain, the Headmistress, and the City Surveyor regarding the projection of the works costs to be met from the Repairs, Maintenance and Improvements Fund over the next 21 years.

17. **REVIEW OF BURSARY GUIDELINES**

The Board considered a joint report of the Chamberlain and the Headmistress that sought approval to a review of the bursary scheme guidelines used for assessing bursary applications at the City of London School for Girls.

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

There were no questions.

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

There were no items of urgent business.

20. **HEAD TEACHERS INCREMENTAL PROGRESSION AND PERFORMANCE ASSESSMENT**

The Board considered a report of the Director of Human Resources.

**The meeting ended at 1.00 pm**

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Chairman

**Contact Officer: David Arnold**  
**tel. no.: 020 7332 1174**  
**david.arnold@cityoflondon.gov.uk**

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# Agenda Item 4

TO: **BOARD OF GOVERNORS OF THE CITY  
OF LONDON SCHOOL FOR GIRLS**

Monday, 20 February 2017

FROM: **POLICY AND RESOURCES COMMITTEE**

Thursday, 15 December 2016

## **APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES**

Members considered and approved a report of the Town Clerk and Comptroller and City Solicitor regarding the appointment of Sub-Committee Chairmen.

### **RESOLVED – that:-**

- when a Chairman does not wish to exercise his/her right to be the Chairman of a Sub-Committee and wishes a specific Member to be appointed, Committees adopt a convention whereby the Chairman submits his/her nomination for Chairman and/or Deputy Chairman to the service committee for approval; and
- a resolution to this effect be circulated to all relevant Committees to endorse this convention.

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<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors, City of London School for Girls	20022017
<b>Subject:</b> Report of the Headmistress	<b>Public</b>
<b>Report of:</b> Ena Harrop, Headmistress, CLSG	<b>For Decision</b>

## Summary

Items for information for the Board concerning the Summer School held last year. Further items for decision including a request to expand international school exchanges to the Laurel School, Ohio and various policies for approval.

## Recommendation(s)

Members are asked to:

- Note the report.
- Agree to extend the International Exchange Programme to the USA
- Approve the revised policies at Annexes A to J and N
  - Annex A: Catering and Food Hygiene Policy
  - Annex B: Drug and Substance Abuse Policy
  - Annex C: Fire Safety Procedures and Risk Assessment Policy
  - Annex D: Medical Questionnaire Policy
  - Annex E: Missing Child Policy
  - Annex F: Pastoral Care, Discipline and Exclusions Policy
  - Annex G: Physical Contact and Restraints Policy
  - Annex H: Protecting Personal Property and Thefts Policy
  - Annex I: Security Access Controls, Workspace Safety and Lone Worker Policy
  - Annex J: Swimming Pool Safety Policy
  - Annex N: Health and Safety Policy

## Main Report

### Forthcoming Events

Year 13 Parents' Evening	22 <sup>nd</sup> February
11+ Offer Holders Open Morning	28 <sup>th</sup> February
Lunchtime Concert – Piano Duet	28 <sup>th</sup> February
PLC Morning	2 <sup>nd</sup> March
Lunchtime Concert – Early Music	3 <sup>rd</sup> March
Sciences Conference	7 <sup>th</sup> March
Chamber Music Evening	8 <sup>th</sup> March

eSafety Talk for Parents'	9 <sup>th</sup> March
Prep Poetry Performance, Concert & Art Exhibition	10 <sup>th</sup> March
6 <sup>th</sup> Form Play 'Spheres'	14 <sup>th</sup> -16 <sup>th</sup> March
Year 7 Concert	15 <sup>th</sup> March
Prep Parents' Evening's	16 <sup>th</sup> & 22 <sup>nd</sup> March
Joint Concert with CLS	21 <sup>st</sup> March
Lunchtime Concert – Open Concert	23 <sup>rd</sup> March
Year 8 Parents' Evening	23 <sup>rd</sup> March
ABRSM Exams	24 <sup>th</sup> March
6 <sup>th</sup> Form Production 'A Winter's Tale'	28 <sup>th</sup> -30 <sup>th</sup> March
House Music	31 <sup>st</sup> March
Spring Term Ends	31 <sup>st</sup> March
Summer Term Begins	24 <sup>th</sup> April
Founders Day	26 <sup>th</sup> April
Staff Day	28 <sup>th</sup> April
Last Day of Year 11 in School	3 <sup>rd</sup> May
Year 11 Study Leave Begins	4 <sup>th</sup> May
Leavers' Concert	4 <sup>th</sup> May
Professional Concert	5 <sup>th</sup> May
Last Day of Year 12 in School	10 <sup>th</sup> May
Strings Lunchtime Concert	10 <sup>th</sup> May
Year 12 Study Leave Begins	11 <sup>th</sup> May
Art Song Lunchtime Concert	12 <sup>th</sup> May
Last Day of Year 13 in School	17 <sup>th</sup> May
Year 13 Study Leave Begins	18 <sup>th</sup> May
Staff Days	18 <sup>th</sup> & 19 <sup>th</sup> May
Prep Summer Assessments	22 <sup>nd</sup> – 26 <sup>th</sup> May
Year 7 Independent Learning Project	22 <sup>nd</sup> – 26 <sup>th</sup> May
School Exam Week (Years 8 & 9)	22 <sup>nd</sup> – 26 <sup>th</sup> May
School Exams (Year 10)	22 <sup>nd</sup> – 26 <sup>th</sup> May and 5 <sup>th</sup> – 6 <sup>th</sup> June
Half Term	29 <sup>th</sup> May – 2 <sup>nd</sup> June

### **Educational Visits**

Year 10 German Exchange (to City)	2 <sup>nd</sup> -9 <sup>th</sup> March
Year 9 de la Salle Exchange	11 <sup>th</sup> -25 <sup>th</sup> March
Year 12 Geography Trip to the Lake District	14 <sup>th</sup> -17 <sup>th</sup> March
Year 8 Barcelona Trip	17 <sup>th</sup> -20 <sup>th</sup> March
Year 10 China Trip	29 <sup>th</sup> March – 6 <sup>th</sup> April
Year 10 & 11 Berlin Trip	31 <sup>st</sup> March – 3 <sup>rd</sup> April
Silver DofE Practice Expedition	22 <sup>nd</sup> -24 <sup>th</sup> April
Bronze DofE Practice Expedition	28 <sup>th</sup> -29 <sup>th</sup> April
Year 10 Antibes Trip	30 <sup>th</sup> April - 5 <sup>th</sup> May
L2 Chatham Dockyard Overnight Trip	11 <sup>th</sup> -12 <sup>th</sup> May

**NB – These dates are all subject to final confirmation**

### **Prize Days**

2017	6 <sup>th</sup> October
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### **Governors' Visiting Days**

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. We have not had any visits last term and in preparation for our expected ISI compliance inspection, it would be good to have some evidence of governors' involvement.

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.

### **Policies**

The governors are asked to approve the policies attached at Annexes A to J, which were due to come to the Board as part of the three year cycle.

The majority of changes are to improve clarity or to reflect recent changes to positions to recognise changes in job titles.

### **International Exchange Programme – extension to the USA**

Governors are asked to approve in principle an exchange with the Laurel School in Cleveland, Ohio. I have met with the principal, Anne Klotz, twice last term at the GSA Conference where she was a guest speaker on Leadership Development. Details of the proposed exchange are attached at Annex K.

I would like the governors to agree in principle to us exploring the possibility of establishing an exchange programme that could be offered in parallel to the Australia exchange as a more affordable and shorter alternative.

### **Founder's Day**

We have identified a date in the Summer Term (26<sup>th</sup> April) to hold our second Founder's day, where we will hold an assembly on William Ward and his legacy and a lunch for our current benefactors. As we did last year, we will also build in some activities in PSHCE exploring current issues around access to education for girls across the world.

### **City Education Strategy**

The Summer School report at Annex L, was circulated last term to the Chief Officer at Community and Children's services and is attached for Governors' information .

Jenny Singleton, our Head of Junior School who is also in charge of outreach, will be giving a presentation to the Board on outreach.

Young Leaders – a program of developing vocal leadership skills has been hosted by CLSG and involved three other City Schools (all three Academies). Over the course of six sessions scheduled over the autumn and spring terms 2016/17 students have worked with Charlotte Brosnan from the Gresham Centre (a centre for the promotion of singing) to learn and develop the skills for them to work with primary students in a singing workshop. Two workshops have been scheduled for the group of young leaders to test out their skills, on 16 March 2017. Feedback from the students at the half-way point has been very positive. Their confidence has grown and the students from the different schools have been integrating well.

The Director of Music, Dr Berryman, would like to be able to offer the same programme again next year. In addition, he would like to offer an extension of the project for those currently involved so they could continue to develop their skills and become a City Schools Choir, and their second year of sessions could run simultaneously with the new cohort. He has already met with Mark Emmerson to discuss this and other joint projects.

Finally, two of our staff members are running sessions for other teachers at the 1<sup>st</sup> City Education Conference at Guildhall, Dr Berryman on exploring creativity in the City and Rachel Brincat on using Google Classrooms for feedback.

We have hosted a series of workshops on translation exploring the complexity of the task and its possibilities as a career (French) hosted by some recent old girls, in which pupils from City Academy Hackney took part alongside CLSG girls.

### **Oxbridge**

We had 34 applicants to Oxbridge, of which 20 secured places (12 at Cambridge and 8 at Oxford). This represents 28% of the year group, making it our second ever highest rate of acceptance. We have also had one pupil accepted to Princeton on a full scholarship for rowing. We are still awaiting the result of several medical school applications: of our 12 applicants, 3 have received offers already and several have interviews later this term. If we add up Oxbridge, Ivy League and Medical School so far, this already represents a 1/3<sup>rd</sup> of the year group.

## **125<sup>th</sup> Anniversary**

The school has now come up with a list of 10 key events that will be discussed at the next Working Party meeting, as well as a list of possible speakers and royal visitors to the school. A small group of staff has also met to discuss ideas for low key school activities. The next meeting is scheduled for later this term. Our aim is to finalise the list of activities, a logo and to agree a small budget by the end of this academic year.

## **Green Paper and Contact with DfE**

I was part of a delegation of three heads that presented the GSA response to the Education Green paper to the DfE. Several points were made on the ability of the sector to support state schools and academies and carry out outreach work, as well as the possibility of the government supporting free places at independents schools for disadvantaged children.

We hosted Nick Gibb, Minister of State for Schools and Standards, at the end of November at school. He watched a number of lessons, and had a discussion with the Chairman, Sir Michael Snyder and me over current education issues, including grammar schools.

## **Health & Safety**

The minutes from the Health and Safety meeting held on 8 January are attached for information (Annex M). A fire evacuation test is scheduled for later this term and a bomb invac and table top exercise will also be held this term. The Health and Safety Policy for the School is now up for re-approval and is attached at Annex N

## **Policies for Board Approval**

- Annex A: Catering and Food Hygiene Policy
- Annex B: Drug and Substance Abuse Policy
- Annex C: Fire Safety Procedures and Risk Assessment Policy
- Annex D: Medical Questionnaire Policy
- Annex E: Missing Child Policy
- Annex F: Pastoral Care, Discipline and Exclusions Policy
- Annex G: Physical Contact and Restraints Policy
- Annex H: Protecting Personal Property and Thefts Policy
- Annex I: Security Access Controls, Workspace Safety and Lone Worker Policy
- Annex J: Swimming Pool Safety Policy
- Annex K: Laurel Ohio
- Annex L: Summer School Report

- Annex M: H&S Minutes from 8 January 2017
- Annex N: Health and Safety Policy

**Alan Bubbear**

Bursar, CLSG

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**CITY OF LONDON SCHOOL FOR GIRLS**

**CATERING AND FOOD HYGIENE POLICY**

**POLICY ON CATERING**

Active, growing children and young people require plenty of wholesome food and regular meals. At the City of London School for Girls (CLSG), we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our Caterers and suppliers to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

We have an active School Council which has eight representatives from every year in the school. They meet with the Deputy Heads every term and catering matters are often included on the agenda for discussion and follow-up action. The Head Girl Team has direct email and personal access to the Catering Manager to discuss menus, and to suggest new dishes.

Lunch is the main meal of the day, and is cafeteria style. The lunch break is 60 minutes in length. This is because at CLSG we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in the large number of lunch-time clubs and activities. Pupils may either opt to bring in packed lunches, or to eat lunch in the dining room, where we operate a cashless card system.

Pupils from Years 12 and 13 are allowed to leave the site over the lunch break provided that they sign out and return in time for afternoon registration.

We run a substantial snack service in the morning break between 10.10am and 10.30am. Pupils also have access to vending machines for light snacks throughout the school day.

**DRINKING WATER**

Drinking water is widely available throughout the school. Bottled water may be purchased from vending machines and brought into school. It is allowed to be brought into classrooms and exam rooms.

**OUR MENUS**

We offer a wide choice between hot and cold food, with plenty of fresh fruit and

vegetables and salads. Weekly menus are put onto our portal intranet. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian and our cuisine is varied and international.

Any parent who is worried about the quality of the food is always welcome to come and sample lunch or to address queries to the Catering Manager by phone or letter.

### SPECIAL DIETS

Nuts are not used at all in any of our menus. All food that might contain traces of nuts is clearly labelled. Parents of girls who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their daughter enters the school. They should inform the school at once if their daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parents who have concerns about their daughter's medical condition, and to devise a special menu, where practically possible.

### LEARNING ABOUT FOOD

We devote time in both PSCHÉ and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

**Revised:** January 2017

**Approved by Board of Governors:** October 2014

**To be reviewed by:** June 2017

## **POLICY ON FOOD HYGIENE**

### **STATUTORY REGISTRATION**

CLSG is registered with the City of London Corporation as a "food business" within the meaning of the regulations for Local Authorities. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

### **HEALTH AND SAFETY**

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times. Overall responsibility for the catering function (including health and safety) lies with the school's contract caterers. We conducted extensive due diligence enquiries on the firm and satisfied ourselves that the firm was qualified and competent to perform this important role before the Governors awarded the contract. We continue to monitor the firm's performance carefully.

### **MANAGEMENT OF FOOD SAFETY**

In managing food safety the Catering Manager, with professional assistance from the contract caterers and our external consultants will:

#### **Staff Training**

- Require all staff who assist with food preparation to possess a food hygiene certificate (Level 2).
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand.
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

#### **Staff Uniforms and Personal Hygiene**

- Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand cleansing regime at all times.

#### **Monitoring Compliance with Procedures**

- Check that all products containing traces of nut are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.

- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

### **Pupils with Medical Conditions**

- Liaise with the School Nurse about special diets.
- Consult with a Dietician, if necessary.

### **Monitoring Incoming Supplies**

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

### **Food Preparation, Serving and Consumption**

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, trolleys/ conveyors for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check and record the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Facilities Manager.

### **Equipment Monitoring**

- Check all kitchen equipment, or ensure that a member of staff inspects, on a daily basis in order to ensure that it is functioning properly, and keeps a record.
- Take or ensure that a member of staff takes the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

### **Purchasing and Checking Stock**

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

### **Samples of Cooked Food**

- Ensure that samples are taken and frozen of all protein food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

## **Professional Audit/Assistance**

- Arrange for an external professional to take swabs of all knives, chopping boards and other kitchen equipment at least once a year, and reports on those findings.
- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.
- Ensure that an appropriate pest control regime is in place.

## **Equipment Failure**

- Report all equipment failure to the Facilities Manager as soon as it is discovered.

## **First Aid**

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

## **Signage**

- Display the appropriate First Aid, COSHH and Emergency notices.

## **Waste Disposal**

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.

**Revised:** January 2017

**Approved by Board of Governors:** October 2014

**To be reviewed by:** June 2017

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CITY OF LONDON SCHOOL FOR GIRLS

POLICY ON SUBSTANCE MISUSE, SUBSTANCE ABUSE  
EDUCATION AND DEALING WITH INCIDENTS IN SCHOOL  
INVOLVING SUBSTANCE MISUSE

**1. Definitions and Terminology**

The definition of a drug given by the United Nations Office on Drugs and Crime is  
“A substance people take to change the way they feel, think or behave.”

For the purposes of this policy, the term ‘Drugs’ refers to all illegal drugs, all other drugs including **psychoactive substances (formerly known as ‘legal highs’)**, drugs which may legally be prescribed for medical purposes but which can be used for other inappropriate reasons, volatile substances or any other products which can be bought legally but which can be misused, alcohol and tobacco.

~~*NB—For the purposes of this policy and in terms of school discipline, so-called “legal high” substances which are openly available from some shops and over the internet and which exploit loopholes in drugs misuse legislation will be treated in exactly the same way as illegal drugs. [‘Legal highs’ are now illegal]*~~

**2. The purpose of this policy is to:**

- 2.1 Clarify the requirements and responsibilities of the school.
- 2.2 Reinforce and safeguard the health and safety of pupils and other members of the school community.
- 2.3 Clarify the school’s approach to drugs for all staff, pupils, governors, parents/carers, external agencies and the wider community.
- 2.4 Enable staff to manage any incidents that occur, with confidence and consistency, and in the best interests of those involved.
- 2.5 Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school.
- 2.6 Encourage pupils with problems relating to alcohol or drug misuse to seek and accept appropriate counselling.
- 2.7 Promote educational awareness amongst all pupils of the risks involved in alcohol or drug misuse.

This policy follows national guidelines including “Drugs: Guidance for Schools” (DFE 2010).

**3. Substance Misuse Education**

Drug and substance misuse education aims to provide opportunities for pupils to develop their knowledge, skills and attitudes and understanding about drugs and appreciate the benefits of a healthy lifestyle.

Drug and substance misuse education is an entitlement for all pupils and is supported by Section 351 of the Education Act 1996.

Drug and substance misuse education is delivered through the PSHCE/Citizenship Programme and the Science Curriculum.

Where appropriate outside speakers and agencies will be invited in to deliver parts of this programme. For example at present Year 5 follow the DARE Programme delivered by specially trained officers of the City of London Police. Units of work on substance abuse including talks by former users are also provided as part of the 6<sup>th</sup> form programme and are built into the PSHCE Schemes of Work for Years 8 - 11.

#### **4. School Rules Relating to Drugs and Substance Misuse**

Illegal drugs and other substances which can be misused have no place in school. The whole school community is aware that the possession, use and supply of illegal and other unauthorised drugs is unacceptable.

Girls are forbidden to be under the influence of, or to have in their possession, any drugs, alcohol, tobacco or substances which can be misused at any time when they are under the jurisdiction of the school, including on their journeys to and from school, or at any other time when they are identifiable as member of the school community.

Senior pupils may however be permitted to drink alcohol in strict moderation with parental permission and at the absolute discretion of staff on a very limited number of special social occasions such as the Leavers' Ball.

By agreement with the school nurse, pupils may be permitted to have prescription drugs which they require for medical reasons with them, although our normal expectation is that such medicines are handed into the school nurse for safekeeping and administration when necessary.

#### **5. Dealing with Drug Related Incidents in School**

**Parents and pupils should be aware that the school may report any breaches of the law to the police.**

Definition of drug related incidents: these could fall into the following categories:

- 5.1 Drugs or associated paraphernalia are found on school premises.
- 5.2 A pupil is found in possession of drugs or associated paraphernalia.
- 5.3 A pupil discloses that a friend is misusing drugs.



Pupils whose behaviour gives reasonable cause for suspicion that they may be under the influence of drugs or may be involved in substance misuse in any way can expect to be questioned or otherwise investigated. This investigation will be carried out by a senior member of staff requested to undertake it by the Headmistress or in her absence the Deputy Heads.

In the course of investigations, the Headmistress, or in her absence the Deputy Heads, may request the use of urine or breath testing to establish whether misuse of drugs or alcohol has taken place. Please refer to clause 58 of the standard terms and conditions between the school and parents which reads as follows:

*The Pupil may be given the opportunity to provide a urine sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.*

Refusal to provide a sample will be taken into account in determining the outcome of an investigation.

Members of staff who have suspicions that a drug related incident has happened or may be about to happen should inform the Headmistress or in her absence the Deputy Heads or another member of the SMT immediately.

The law permits school staff to take temporary possession of a substance suspected of being an illegal drug for the purpose of preventing an offence from being committed.

#### **6. If taking temporary possession of illegal drugs staff in school will:**

- 6.1** Seal the sample securely and include details of the date and time of the seizure/find, sign in the presence of a witness and include details of the witness present.
- 6.2** Store it in a secure location such as the school safe.
- 6.3** Without delay notify the police.
- 6.4** Record full details of the incident, including the police incident number.
- 6.5** Inform parents/carers.
- 6.6** The Headmistress will inform the Chairman or in his absence the Deputy Chairman of Governors of the incident at the earliest opportunity and will also make contact with relevant officers of the City of London Corporation.

The first concern in managing a drugs related incident is the health and safety of the school community and the pastoral needs of the pupils. In the case of an incident involving drugs the school will place the priority on safety, meeting any medical emergency with first aid and summoning appropriate help before addressing further issues.

If in doubt, medical assistance will be sought immediately.

#### **7. Further Information on Responding to Incidents Involving Drugs**

Any response will balance the needs of the individual with those of the wider school community.

These responses may include:

- 7.1 Referral for counselling or other appropriate support
- 7.2 **Suspension**
- 7.3 Pastoral support
- 7.4 **Expulsion**

## **8. Agencies to which a pupil may be referred**

In addition to reporting substance misuse to the police the school may refer pupils involved in substance abuse to their home area Social Services Department or the City of London Social Services Department.

The school will also encourage parents of pupils who have become involved in substance abuse to seek support from appropriate agencies within the community who can provide support.

## **9. Possible sources of support and information include:**

- 9.1 A social worker
- 9.2 Someone at the family's place of worship
- 9.3 A youth counsellor
- 9.4 A GP or practice nurse, who can refer **students** on to relevant services, and will be able to offer advice and support
- 9.5 A local drug project. **See your local area telephone book or ask for the address from your health centre**
- 9.6 The local child and adolescent mental health service - this is a team of skilled professionals, including child psychiatrists, psychologists, social workers, psychotherapists and specialist nurses.
- 9.7 NHS Smoke Free - [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)
- 9.8 Talk to Frank is a free confidential drugs information and advice line. Tel. 0800 776600; e-mail: [frank@talktofrank.com](mailto:frank@talktofrank.com); [www.talktofrank.com](http://www.talktofrank.com).
- 9.9 [www.addaction.org.uk](http://www.addaction.org.uk)
- 9.10 [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)
- 9.11 [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)
- 9.12 [www.al-anonuk.org.uk](http://www.al-anonuk.org.uk)
- 9.13 [www.drinksense.org](http://www.drinksense.org)

**Written:** February 2008, **updated January 2017**

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**To be reviewed by:** **January 2020**

**CITY OF LONDON SCHOOL FOR GIRLS**

**FIRE SAFETY, PROCEDURE  
AND RISK ASSESSMENT POLICY**

**PART 1: FIRE SAFETY**

**INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at the City of London School for Girls are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

**ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Facilities Manager, responsible to the Bursar, is the designated School Fire Safety Manager responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear written instructions on where he/she should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

**EMERGENCY EVACUATION NOTICE**

All new staff and pupils, all contractors and visitors are shown the following notice:

- 1) The fire alarm is a continuous 2 tone siren.
- 2) If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit and make your way to the assembly point on St Giles' Terrace at the front of the school.
- 3) If you are in a class when the fire alarm sounds, line up and then leave the room quietly. No one should talk or run. Make your way to the assembly point

on St Giles' Terrace at the front of the school. The last person out should shut the door behind them.

- 4) Anyone not in classrooms should leave the building by the nearest unimpeded exit and make his/her way to the assembly point at St Giles' Terrace at the front of the school. No one should talk or run.
- 5) Do not stop to collect personal belongings.
- 6) If you have a disabled pupil in your class, you should move her downstairs, using one of the special evacuation chairs if trained to do so OR direct her, together with a carer, to wait for the Premises Team at the nearest designated safe refuge.
- 7) At the assembly area line up in forms in alphabetical order and in SILENCE. The Sixth Form will be nearest the church and the Preparatory Department nearest the lake. Line up as far away from the front of the school as possible to ensure access is available for the emergency services.
- 8) Form tutors/deputies are to collect the register for their forms from the Receptionist as soon as they reach the assembly point.
- 9) The Deputy Head Pastoral (or in her absence, the Deputy Head Staff) will check teaching staff. The Bursar's Secretary will check support staff, visitors and, via the Catering Manager, catering staff.
- 10) Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Premises Team or member of SMT.
- 11) Remain at the assembly point with your pupils until the all clear is given by the Headmistress or member of the SMT.
- 12) On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of the Fire Service attending.

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## **PART 2: FIRE SAFETY PROCEDURES**

### **BRIEFING NEW STAFF AND PUPILS**

All our new staff (teaching and non-teaching alike) and all new pupils, are given a briefing on the school's emergency evacuation procedures on their first day at the City of London School for Girls. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **SUMMONING THE FIRE BRIGADE**

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in reception.

The Premises Team are always given advance warning of fire practices. If the alarm goes off for any other reason, the Premises Staff have standing instructions to summon the Fire and Emergency Service at once.

One of the Premises Team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. When the building is unoccupied the fire alarm system is remotely monitored by a monitoring company and in the event of a fire alarm while the school is unoccupied the fire service will be called by them and then a member of the Premises Team called out to attend.

### **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

### **DISABLED STAFF, PUPILS OR VISITORS**

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors.

All Premises Staff and some additional members of teaching and support staff are trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the upper landings of every staircase in the school, because disabled lifts cannot be used in a fire.

We have designated safe refuge points on every floor of every building, with signs advising of their location. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Premises Team. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Premises Team or SMT as soon as he or she reaches the assembly point. It is the responsibility of the Facilities Manager or SMT to pass this information to the fire service upon arrival.

### **RESPONSIBILITIES OF TEACHING STAFF**

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for taking the register at the assembly point (or if not a form tutor/deputy keeping the girls silent), and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Team or SMT. It is the responsibility of the Facilities Manager/SMT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

## **RESPONSIBILITIES OF FIRE MARSHALS**

The Premises Team are the designated Fire Marshals for the school. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

## **FIRE PRACTICES**

We hold one fire practice every term at the City of London School for Girls. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

## **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at City of London School for Girls:

### **ESCAPE ROUTES AND EMERGENCY EXITS**

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located in reception and shows the location of a fire. It is fitted with a battery backup.
- Alarms sound in all parts of the building. In some areas they are supplemented by visual alarms (red flashing lights).
- Keeping fire routes and exits clear at all times. The Premises Team is responsible for unlocking the buildings in the morning.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Facilities Manager and through the City Surveyor's department arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Monthly checks of unregularly used fire doors, automatic door closures and emergency lights.
  - Six monthly professional check on fire detection and warning equipment,

- An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers.
- Records of all tests are kept in the Facilities Manager's office.
- Displays in corridors, theatre scenery, stage curtains and props are treated with fire retardant spray.
- Plans showing the location of gas and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building.
- The kitchen is fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarms sound.

### **ELECTRICAL SAFETY**

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Facilities Manager's Office
- The departmental technicians check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically or enter power save modes every evening and during holidays and weekends.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

### **LIGHTNING PROTECTION**

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Facilities Manager's Office.

### **GAS SAFETY**

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Facilities Manager's Office.
- All kitchen equipment is switched off at the end of service.
- Department technicians check labs daily to ensure that the central gas supply is turned off.

### **SAFE STORAGE**

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

## **RUBBISH AND COMBUSTIBLE MATERIALS**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **LETTING OR HIRING THE SCHOOL**

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A member of the Premises Team is always on duty when the school is let or hired for an outside function or event.

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## **PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard.
- The people at risk.
- The measures to evaluate, remove, reduce and protect from the risk.
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal.
- The arrangements for reviewing the assessment.

All risk assessments follow a standard grid procedure for evaluating risk.

The City of London School for Girls has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Facilities Manager has been trained in fire risk assessments and has conducted risk assessments of all the school.

Copies of the school's fire risk assessments are on the Premises health and safety section of the school's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

**Written:** January 2017

**Approved by Board of Governors:** October 2014

**Reviewed:** January 2015

**To be reviewed by:** June 2017



**CITY OF LONDON SCHOOL FOR GIRLS**

**MEDICAL QUESTIONNAIRE POLICY**

**POLICY FOR STAFF**

City of London School for Girls takes its child protection, safeguarding and other legal responsibilities very seriously.

Any offer of appointment to a successful candidate will be conditional upon the satisfactory completion of those pre-appointment checks required by various regulations. Under DFE regulations, schools are required to establish the medical fitness of all staff before they start work.

The City of London Corporation is an equal opportunities employer and welcomes applications from all candidates. All our prospective employees are asked to complete a pre-employment medical questionnaire after they have accepted a conditional offer of employment at the school.

~~A copy of the confidential pre-employment questionnaire is attached to this document as an appendix.~~ All medical questionnaires are administered by the City of London's Occupational Health Service and are treated in accordance with strict medical standards of confidentiality.

**POLICY FOR PUPILS**

**1. MEDICAL CARE**

A fully qualified School Nurse is on site throughout the school day. As well as providing emergency medical cover, she has an in-put into the school's **PHSGEE PSHCE** programme and organises programmes of vaccination. She works closely with members of teaching staff and the school counsellors and attends meetings of the school's pastoral team.

**CONFIDENTIALITY AND THE WORK OF THE SCHOOL NURSE:**

As a qualified medical professional the School Nurse operates at a level of confidentiality informed by the legal principles of Gillick Competence and the Fraser Guidelines. These concepts arise from the judgements in the case of Gillick v West Norfolk and Wisbech Area Health Authority and another (1985). In summary, key principles are:

If the health-care professional cannot persuade the young person to inform her parents or to allow the health-care professional to inform her parents that she is seeking advice or treatment, it can be provided to a child under 16 without parental consent or knowledge provided that the health-care professional is satisfied the

young person has the emotional and intellectual maturity to understand the proposed treatment and its implications. Although the Gillick case was concerned with contraceptive advice and treatment for girls under 16, the principle that a child under 16 can consent to treatment on their own behalf has been extended to treatment and advice other than for contraception.

The service provided by the School Nurse is not intended to be a substitute for those provided to students by their GP. We hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident.

All parents are therefore required to fill in a full medical questionnaire when their daughter joins the school and to update the school immediately if there is any change to her medical condition, or if she is in touch with any communicable diseases.

In addition to the School Nurse, some members of the teaching and support staff are qualified First Aiders who can provide care for pupils when necessary and appropriate.

## **2. MEDICAL RECORDS**

We keep records of all treatment and immunisations that ~~your daughter~~ a girl receives during her time at the school. We also record all accidents and injuries. ~~to your daughter.~~ Access to these records is restricted to the School Nurse. Accidents and “near misses” are reported to the City of London Corporation and to the HSE where appropriate.

Medical records are securely stored and destroyed in accordance with the School’s Pupil and Parent Data Protection Policy and the City of London’s Data Protection Policy.

## **3. ~~IF YOUR CHILD~~PROCEDURE IF A CHILD BECOMES UNWELL DURING THE SCHOOL DAY**

~~We Parents~~ will always ~~be contacted~~ ~~contact you~~ if a girl suffers anything more than a trivial injury, or if she becomes unwell during school day, or if we have any worries or concerns about her health. ~~We may ask you~~ Parents may be asked to collect ~~your~~ ~~their~~ daughter if she becomes unwell during the school day, or by prior agreement, she may be permitted to travel home by taxi if in the professional opinion of the School Nurse it is not appropriate for her to travel home by public transport.

## **4. EMERGENCY MEDICAL TREATMENT**

In accepting a place at the school, parents authorise the Headmistress, or other members of staff acting on her behalf, to consent on the advice of an appropriately qualified medical specialist to ~~you’re~~ ~~their~~ daughter receiving emergency medical treatment, including general anaesthetic and surgical procedures, if ~~we are unable to~~ ~~contact you in time.~~ ~~parents cannot be contacted in time.~~

## **5. MEDICINES AND TREATMENTS BROUGHT TO SCHOOL BY PUPILS**

Details of regulations regarding pupils taking medication or receiving other treatment in school are set out in the Parents' Handbook and the Prep Parents' Handbook.

~~Please advise the School Nurse in advance of any medication that your daughter may need to bring into school.~~ The School Nurse should be informed by parents about any medication which needs to be brought into school by their daughters.

## **6. MEDICAL QUESTIONNAIRE**

~~Parents of new pupils are requested to complete and return a medical questionnaire to the School Nurse under confidential cover. A copy of the school's medical questionnaire is attached to this document as an appendix.~~

## **REFERENCES**

- Parental Terms and Conditions
- The School and City of London Equal Opportunities Statements
- The School Health and Safety Policy
- The School SEND Policy
- The School Accessibility Plan
- School Nurse Guide Lines and Protocols
- The School First Aid Policy
- The School Policy on Supporting Pupils with Serious and/or Long Term Medical Conditions
- The Senior School Parents' Handbook
- The Prep Parents' Handbook
- The School's Pupil and Parent Data Protection Policy and the City of London's Data Protection Policy

### **APPENDIX 1**

~~Copy of the City of London Staff Confidential Medical Form~~

### **APPENDIX 2**

~~Copy of the Pupil Confidential Medical Questionnaire~~

**Written:** June 2014, updated June 2016, **January 2017**

**Approved by Board of Governors:** October 2014 – **revised version to be put before the board in February 2017**

**To be reviewed by:** **January 2020**

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**CITY OF LONDON SCHOOL FOR GIRLS**

**MISSING CHILD POLICY**

**1. INTRODUCTION**

The welfare of all of ~~our~~ the children at the school is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is appropriately supervised when she is in our care.

**2. PROCEDURE FOR DEALING WITH A CHILD WHO IS MISSING FROM MORNING REGISTRATION**

- 2.1 Procedures for parents to follow in the case of pupil absence are set out in The Parents' Handbook.
- 2.2 Parents are requested to inform the school in advance of any planned absence, for example for medical or dental appointments which cannot be arranged during the school holidays.
- 2.3 They should write to the girl's Form Tutor in the first instance. The Form Tutor will use the appropriate code in the register on the day of the girl's absence to indicate the cause.
- 2.4 In the case of unexpected absence, most typically because of illness, parents are requested to telephone or e mail the school before 8.00am on the first day of the absence.
- 2.5 Morning registration takes place at 8.40am and registers are ~~taken to~~ **checked by** the morning receptionist who makes a list of any unexplained absences.
- 2.6 This list is given to the duty school keeper who checks the rooms in which girls listed as missing without explanation are timetabled to be taught, in order to ensure that they are not in fact in school and have been registered as absent in error.
- 2.7 The morning receptionist telephones the parents or guardians of those who are absent without explanation to establish whether the girl is unwell or whether there is some other explanation for her absence of which they have failed to inform the school.
- 2.8 The morning receptionist e-mails a list of absentees to members of the Senior Management Team and Assistant Heads of Section, including

an explanation where one has been discovered and highlighting unexplained absentees whose parents or guardians she has not been able to contact.

- 2.9 The Deputy Head (Pastoral) and/or the relevant Head of Section or Assistant Head of Section investigates those absences that continue to be unexplained, for example by calling the girl on her mobile phone, checking whether or not her friends are aware of any reason why the girl is not in school of which her parents have failed to inform the school.
- 2.10 The Deputy Head (Pastoral) exercises her professional judgement on how to pursue any unresolved instances of unexplained absence, if necessary contacting the police or social services.

### **3. PROCEDURES FOR DEALING WITH CHILDREN WHO GO MISSING DURING THE SCHOOL DAY**

- 3.1 City of London School for Girls is located on a secure site. Once the school day has begun, there is only one entry and exit point via reception which is manned throughout the school day and which is covered by CCTV. Gates and fences are treated with anti-climb paint.
- 3.2 Girls cannot leave the school site without permission and must sign in and out if they are given permission to leave the school buildings.
- 3.3 Teachers take a register at the beginning of every lesson and make a note of who is absent.
- 3.4 If a girl is absent and there is no satisfactory explanation for her absence (e.g. she is absent from school for the day, has a music lesson or is with the School Nurse) the teacher reports her absence to her ~~Form Tutor~~ **Head of Year** at the earliest opportunity.
- 3.5 Unexplained absences from lessons of those who are registered as being in school are reported to the Deputy Head (Pastoral) or to the relevant Head of Section, who investigates the absence, organising a search of the premises if necessary.
- 3.6 In the very unlikely event of a pupil not being found when the premises are searched, and if it is suspected that they have managed to leave the school undetected (for example if they have somehow managed to scale a fence), the school will contact the girl's parents or guardians and the police.

### **4. PROCEDURES FOR DEALING WITH CHILDREN WHO GO MISSING DURING EDUCATIONAL VISITS AWAY FROM THE SCHOOL SITE**

- 4.1 All members of staff receive training on safety on educational visits, risk assessment and dealing with emergencies.

- 4.2 All educational visits are subject to a rigorous process of planning and approval which includes giving due consideration to staffing ratios and supervision arrangements.
- 4.3 Girls are kept under direct or remote supervision at all times and are given clear instructions of how to act if they do get lost or become detached from the party. This information includes teachers' contact mobile phone numbers and emergency rendezvous instructions.
- 4.4 If a child does get lost and cannot be contacted, the teachers in charge of the visit will contact the local police and will contact the school emergency SMT contact.
- 4.5 Staff will be deployed so that enough teachers remain with the main party to ensure their safety whilst others assist the authorities in the search for the missing child.
- 4.6 The school emergency SMT contact will activate the school's Contingency Plan in consultation with the Bursar and Headmistress.

## **5. ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- 5.1 Talk to, take care of and, if necessary, comfort the child.
- 5.2 Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- 5.3 The Head will speak to the parents to discuss events and give an account of the incident.
- 5.4 The Head will promise a full investigation (if appropriate involving Children's Services Services/ the City and Hackney Children Safeguarding Board).
- 5.5 Media queries should be referred to the City of London Press Office.
- 5.6 The investigation should involve all concerned providing written statements.
- 5.7 The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how she appeared to have gone missing, lessons for the future.

## **6. PROCEDURE FOR DEALING WITH UNAUTHORISED ABSENCE OR FREQUENT OR PROLONGED ABSENCES WHICH LACK A SATISFACTORY EXPLANATION**

- 6.1 If parents request permission to take their children out of school for a purpose which does not accord with DFE regulations governing schools' ability to grant authorised leave of absence, such as a family holiday in term time, permission will be refused and parents will be warned that if they do take their child out of school, the absence will be recorded as unauthorised
- 6.2 If a child repeatedly takes unauthorised absence, or if the unauthorised absence is prolonged, the school will consult the LADO at City of London Children's Services and may contact Children's Services and/or the attendance service in the child's home borough
- 6.3 The same procedure will be followed if the school considers that no satisfactory explanation of a child's absence has been received

## **REFERENCES**

- Parents Handbook/Prep Parents Handbook
- Pupil Code of Conduct
- School Health and Safety Policy
- School Educational Visits Policy
- School Contingency Plan

**Written:** June 2014, reviewed January 2017

**Approved by Board of Governors:** October 2014 – revised version to be put before the board in February 2017

**To be reviewed by:** January 2020



**CITY OF LONDON SCHOOL FOR GIRLS**

**PASTORAL CARE, DISCIPLINE AND EXCLUSION POLICY**

This policy is a summary of long standing procedures which are reflected in the School's Mission Statement and Values, in the Code of Conduct for Pupils and in the Parents' and Prep Parents' Handbooks.

**1. CONTEXT**

CLSG is an academic school, which seeks to provide an atmosphere in which every girl is able to achieve her maximum potential. It is a school which seeks to support and to develop the whole persona and which recognises that pupils will achieve their best academically if they are provided with the opportunity to take part in the widest possible range of extracurricular activities, which contribute to the development of confidence and self-esteem. The school also recognises that pupils will only achieve their best in an orderly and purposeful atmosphere, where they feel known, safe, valued and respected.

**2. THE SCHOOL'S PASTORAL STRUCTURE**

A House System exists to facilitate vertical integration, to offer informal pastoral support and opportunities to develop self-esteem and a sense of responsibility.

The School's formal pastoral system is horizontal. The Form Tutor is the person who takes responsibility for the daily pastoral care of a pupil, having an overview of their academic progress, personal relationships and social development.

Form Tutors are supported by Deputy Form Tutors and work in teams with Heads of Section, as follows:

Prep School	Years 3 – 6	Head of Prep School
Lower School	Years 7 – 8	Head of Lower School Assistant Head of Lower School
Senior School	Years 9 – 11	Head of Senior School Assistant Heads of Senior School
Sixth Form	Years 12 & 13	Head of Sixth Form Assistant Head of Sixth Form

The Deputy Head (Pastoral) oversees the work of Heads of Section and Assistant Heads of Section and meets with them regularly. The School also offers a confidential counselling service to which girls may self-refer or be referred by parents or staff. The School Counsellors are in school regularly each week and are fully qualified professional counsellors.

All girls in the School are offered Personal Health, Social and Citizenship Education, which is delivered by Form Tutors, other members of the school staff and in some instances by outside specialist speakers.

The School employs a full time School Nurse. In addition to her medical responsibilities and attending to the physical health of pupils, the School Nurse offers pastoral support to girls as required.

### **3. DISCIPLINE**

The school can only achieve its educational objectives within an orderly framework, where clear boundaries of acceptable behaviour and mutual respect are established. The expected standard of behaviour is clearly laid out in the School Code of Conduct, which is also summarised in student planners.

### **4. SCHOOL COUNCIL**

The School Council meets at least once a term, often dividing into groups along Year Group lines. Pupils have the opportunity to raise issues of concern to them and to discuss matters affecting the quality of their lives and learning. Meetings are chaired by members of the Head Girl Team, who also set the agenda in consultation with members of the school's Senior Management Team.

### **5. REWARDS AND SANCTIONS**

The School seeks to reward and to encourage positive behaviour. To this end, a system of rewards and sanctions is in operation, as set out in the school's separate Rewards and Sanctions Policy. Rewards include merit marks and letters of commendation sent to parents.

When necessary, sanctions are taken against pupils who fail to behave in an appropriate manner.

These sanctions are always intended to be proportionate and fair. They include

- Loss of privileges – particularly in the 6th form.
- After school detention.
- Being put on “report” – Report systems exist for pupils who are failing to make a sufficient effort, for those who are failing to produce homework regularly and for those who are frequently late or unpunctual.
- Permanent or temporary suspension– Very rarely used for very serious misconduct or frequent and repeated failure to behave appropriately.

### **6. SCHOOL POLICY ON SUSPENSION, EXPULSION AND REMOVAL**

**Suspension** –is a temporary sanction in response to a breach of the school rules. **There is no right of appeal to suspensions under 11 days.**

**Expulsion** – is permanent and a sanction of last resort. Expulsions are very rare at CLSG. A girl may be expelled for a single act which constitutes a major violation of discipline, such as breach of the school rules on substance abuse, or for a criminal offence. Expulsions can be appealed via the Board of Governors – see process below. The student will be required to remain away from school pending the outcome of the review.

**Removal** – is a permanent step, usually in response to repeated infringements of school policies, poor behaviour over a period of time and inability to benefit sufficiently from the educational opportunities and / or the community life offered by the school. Where removal is requested by the Headmistress, parents may be given a chance to withdraw their child as an alternative at the sole discretion of the Headmistress. The decision to remove can be appealed to the Board of Governors. The student will be required to remain away from school pending the outcome of the review. Further details on removal are found in the Terms and Conditions.

Procedures for suspension are:

- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be excluded.
- Before the decision is made, a full investigation will have taken place and the girl concerned will have been questioned fairly and been able to have stated her own position and version of events.
- Parents will be told the reasons for the suspension, how long it will last, what measures to support the pupil will be provided while they are suspended
- Parents and pupil will be told of the expectations and conditions for the return to the school prior to the end of the suspension period.

Procedures for expulsion and removal are:

- The Headmistress (or in her absence a Deputy Head) will decide upon whether a pupil should be expelled/removed.
- Before the decision is made, a full investigation will have taken place and the girl concerned will have been questioned fairly and been able to have stated her own position and version of events.
- Parents will always be informed fully of the reasons for expulsion/removal and given a copy of the Review Procedure.
- The Chairman of Governors or the Deputy Chairman in the Chairman's absence will always be informed of expulsions/removals.
- Parents will be able to lodge an appeal against an expulsion/removal within seven calendar days of being notified of the expulsion/removal.
- An appeal review meeting will take place as soon as possible after the appeal has been lodged.
- The appeal review panel will consist of three members of the Board of Governors, who have not been previously informed of the details of the case in question. Parents may, if they wish, ask the school to nominate an independent person to take the place of the third Governor on the panel.
- The appeal review will be conducted in accordance with the **Expulsion/Removal of Pupils – Review Procedure** (Annex A).
- The student will be required to remain away from school pending the outcome of the review.

## **7. REFERENCES**

- The Preparatory Department Parents Handbook
- The Senior School Parents Handbook
- School Code of Conduct

- School Policy on Sex and Relationships Education
- School PHSCE Policy and Curriculum documents
- School Anti-Bullying Policy
- Rewards and Sanctions Policy
- Expulsion of Pupils – Review Procedure
- Terms and Conditions

## **8. EXCLUSION**

The term exclusion is reserved for cases of non-payment of fees and is not used not in the context of school discipline.

## **9. ANNEXES**

Annex A – Expulsion/Removal of Pupils – Review Procedure

## **ANNEX A**

### **EXPULSION/REMOVAL OF PUPILS – REVIEW PROCEDURE**

#### **1. IMPORTANT NOTE**

These guidelines are non-contractual in nature. They have been prepared for the information and guidance of all who may become concerned in a review hearing following expulsion or the required removal of a pupil.

#### **2. REQUEST FOR REVIEW**

Parents/guardians seeking a review of a decision to permanently exclude/remove a pupil from the School must notify the Clerk to the Governors of the City of London School, at Guildhall, London EC2P 2EJ of their request in writing within 7 calendar days after the parents/guardian were first notified of the decision to exclude/remove, or such longer period of time as the Clerk to the Governors may specify giving full reasons for the request for review.

#### **3. REVIEW PANEL**

A Review Panel comprising 3 members of the Board of Governors selected by the Clerk to the Board of Governors (one of whom will generally be the Deputy Chairman of the Board of Governors) will be convened as soon as practicable after the request has been received.

Parents/Guardians may ask the School for an independent person to be appointed to the Panel in place of the third Governor. This request must be made when making the request for a review. The School will nominate an independent person of its own choosing who has not previously been informed of the details of the case.

#### **4. PREPARATION FOR REVIEW HEARING**

Parents/guardians will receive at least 7 working days written notice of the date, time and place of the meeting of the Review Panel.

At least 5 working days before the day of the review hearing the Headmistress and the parents/guardians shall provide to each other and to the Clerk to the Governors copies of any documents which are intended to be referred to. All the documents will be made available to the members of the Review Panel prior to the day of the review. The documents to be provided by the Headmistress will usually include the pupil's file and other relevant written pupil records.

The Clerk to the Board of Governors will take notes of the hearing. The notes will not be circulated afterwards. Tape recordings will not be permitted. The parents/guardians, the pupil, if aged 16 or over, and the Headmistress will have the chance of addressing the Review Panel either orally or by written statement. The parents/guardians/pupil may be accompanied by a friend or relation if desired, but not by a legal representative.

#### **5. THE REVIEW HEARING**

The review procedure is intended to be informal by nature. However, one member of the Panel will act as chair of the Panel and will conduct the hearing in such a manner as s/he thinks fit ensuring that all those present have the opportunity to ask questions and make comments.

All those who attend the review hearing are expected to show restraint, courtesy and good manners towards all those present, otherwise the Chairman may, in his/her discretion adjourn or terminate the review hearing. If the hearing is terminated the original decision will stand.

Where two or more pupils have been acting in concert and some or all of them have been expelled, the Review Panel may deal with all reviews at the same time.

## **6. MATTERS WHICH THE REVIEW PANEL MAY CONSIDER**

The Review Panel may take into account all of the following circumstances in relation to each issue raised:-

- The nature and gravity of the complaint/s against the pupil.
- Whether or not the grounds of the complaint have been reasonably well established on the information that is before the Review Panel, including any information given before the expulsion.
- Whether the complaint was investigated fairly.
- The level of co-operation that has been given by the pupil and her parents.
- The effect of the pupil's alleged conduct on other members of the School community.
- The general record of the pupil during her time at the School.
- The interests of the School community balanced with those of the individual pupil.
- Any other circumstances which appear to the parents, the pupil or the chairman of the Review Panel to be relevant.

## **7. THE DECISION OF THE REVIEW PANEL**

Parents/guardians will be notified of the Review Panel's decision by the Chairman of the Review Panel by letter within 3 working days of the hearing. The decision of the Review Panel may be a majority decision and will be final.

~~Note: The same procedure will be used in a case of the required removal of a pupil for reasons of the pupil's conduct.~~

**Updated:** 2014, June 2016, February 2017

**Approved by Board of Governors:** October 2014, February 2017

**To be reviewed by:** June 2017, February 2020

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**CITY OF LONDON SCHOOL FOR GIRLS**

**PHYSICAL CONTACT AND RESTRAINT POLICY**

**1. Physical Contact**

Physical contact with a pupil may be proper or necessary in order to:

- Demonstrate exercises or techniques during PE or music instrumental lessons
- Administer First Aid
- Provide younger children with physical prompts or help
- Comfort a pupil in distress
- Reassure younger pupils

Be aware that some pupils may dislike physical contact of any kind because of their cultural background or because they have been abused.

If it is necessary to make physical contact with a pupil, as far as possible the member of staff should explain to the pupil why they need to do so.

**2. Restraint**

City of London School for Girls is committed to safeguarding the well-being of pupils and staff and, in line with relevant legislation, only permits physical restraint by reasonable and non-injurious means. Physical restraint is used only when immediately necessary for the minimum time necessary to prevent injury to self or others or very serious damage to property. The Head authorises staff to use physical restraint as a positive strategy to de-escalate potentially dangerous situations and to regain control of a pupil who has temporarily lost control of herself.

City of London School for Girls is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Please refer to the school's and the City of London's Equal Opportunity Policies.

City of London School for Girls seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on the school portal.

**3. Rationale**

Whilst wishing to resolve serious incidents without the use of physical intervention, the Board of Governors and staff understand that very occasionally there may be some situations in which the use of physical intervention may be the appropriate course of action. As outlined below, members of staff are encouraged to avoid this eventuality if at all possible. However, the right of teachers to use reasonable force is

laid down in the Education and Inspections Act 2006, revised guidelines (August 2010) and the DFE document “Reasonable Use of Force” (2012) all clarify the following:

- Force may be used to prevent pupils committing a criminal offence, injuring themselves or others or damaging property
- Force may be used to maintain good order and discipline
- Force may not be used as a form of punishment
- Incidents where force is used should be recorded and parents informed
- Schools should not adopt a ‘no-contact’ policy
- Teachers have a duty of care to pupils but are not required to put their own safety at risk

#### **4. Definitions**

For the purpose of this policy document, physical restraint is the positive application of force in order to protect/prevent a child from causing injury to herself or others or seriously damaging property. Injury means ‘significant injury’; this would include: actual or grievous bodily harm, physical or sexual abuse, and other behaviour which puts a pupil’s own life or the lives of others at risk.

It must be shown that on any occasion where physical restraint is used there were strong indicators that if immediate action had not been taken, injury or the committing of a criminal act would have followed.

#### **5. Planning Ahead**

When the school is aware that a pupil is likely to behave in a way that may require physical control or restraint it is sensible to plan how to respond if the situation arises. This planning should address:

- Managing the pupil
- Involving the parents to ensure that they are clear about what specific action the school might need to take
- Briefing staff to ensure they know exactly what action they should take
- Ensuring additional support can be summoned if appropriate
- Taking medical advice if necessary as to the safest way to hold pupils with specific health needs

#### **6. Some examples of when it may be necessary to use physical restraint**

- A pupil attacks a member of staff, or another pupil
- Pupils are fighting
- A pupil is engaged in, or is on the verge of committing, deliberate damage or vandalism to property
- A pupil is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials or objects
- A pupil is running in a corridor or on a stairway in a way in which she might have or cause an accident likely to injure herself or others

- A pupil absconds from a class or tries to leave school putting themselves at risk

## **7. Guidance during an Incident**

Staff should not hesitate to act in an emergency provided they follow this guidance; however, they should always satisfy themselves that the action they take would be considered justifiable by a wider audience.

In any application of physical restraint, the minimum reasonable force should be used to calm down the situation. Help should be summoned from colleagues; other pupils should never be involved in restraint.

The pupil should be approached calmly but firmly. Where possible, explain the consequences of refusing to stop the behaviour and continue to communicate with the pupil throughout the incident; it should be made clear that the physical contact or restraint will stop as soon as it ceases to be necessary. A calm and measured approach is needed and a member of staff must never give the impression that she/he has lost his/her temper, or is acting out of anger or frustration - or to punish the pupil. The method of restraint employed must use the minimum force for the minimum time and must observe the following:

Restraint must NOT:

- involve hitting the pupil
- involve deliberately inflicting pain on the pupil
- restrict the pupil's breathing
- involve contact with sexually sensitive areas
- involve locking the pupil in a room

During any incident the person restraining should:

- offer verbal reassurance to the pupil
- cause the minimum level of restriction of movement
- reduce the danger of any accidental injury
- cease the restraint if there are any signs of physical distress in the pupil such as sudden change in colour, difficulty breathing or vomiting

Physical intervention can take several forms. It can be:

- Partial – restricting and preventing particular movements
- Total – as in the case of immobilisation

It might involve staff:

- physically interposing between pupils
- blocking a pupil's path
- holding
- pushing

- pulling
- leading a pupil by the hand or arm
- shepherding a pupil away by placing a hand in the centre of the back or (in extreme circumstances) using more restrictive holds

## **8. Some Dos and don'ts**

Do:

- be aware of any feelings of anger
- summon help
- continue to talk to the pupil in a calm way
- ensure a free passage of air through airways
- provide a soft surface if possible
- be aware of any accessories worn by you or the pupil that could cause injury
- hold the pupil's arms by her sides
- monitor the pupil's respiration, circulation and state of consciousness

Don't:

- try to manage on your own
- stop talking, even if the pupil does not reply
- straddle the pupil
- push their arms up their back
- touch the pupil near the throat or head
- put pressure on joints or on arterial pressure points (inside of upper arm, groin, neck)
- use facedown holds

## **9. Recording Incidents**

It is a requirement that a written report is kept on any occasion when force is used; the member of staff concerned must advise the Headmistress or in her absence, another member of the SMT immediately following the incident and provide a written report as soon as possible afterwards. The Headmistress or other member of the SMT will inform parents on the same day – or as soon as practically possible – that physical intervention was used.

The report should include:

- the name(s) of the pupil(s) involved
- when and where the incident took place
- the name(s) of any other staff or pupils who witnessed the incident
- the reason that physical restraint was necessary
- how the incident began and progressed
- the pupil's / pupils' response and the outcome of the incident
- details of any injury suffered by the pupil / another pupil / member of staff, and any damage to property

Staff may find it helpful to seek advice from their professional association or a senior colleague when writing a report.

The Headmistress will keep a confidential file detailing when restraint has been necessary.

## **10. References**

- Behaviour Management Policy
- First Aid Policy
- Pastoral Care, Discipline and Exclusions Policy
- Pupil Code of Conduct
- Safeguarding & Child Protection Policy
- School and City of London Equal Opportunities Policies
- SEND Policy
- Student Mental Health Policy
- Supporting Children with Severe and/or Long Term Medical Condition in School Policy

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**To be reviewed by:** January 2020

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**CITY OF LONDON SCHOOL FOR GIRLS**

**PROTECTION OF PERSONAL PROPERTY  
AND DEALING WITH THEFTS IN SCHOOL POLICY**

**POLICY AND PROCEDURE**

- Thefts can occur in any community and from time to time, regrettably, they do occur at CLSG.
- All members of the school community have a responsibility to be vigilant and also to take good care of their personal property.
- All girls should observe the rules for care of personal property set out in the school's Code of Conduct and Form Tutors should make a point of reminding girls of these at regular intervals. The key points of these rules are set out in summary below.
- Large sums of money and items of high value should not be brought into school. If for some exceptional reason they have to be brought in, they should be given in to the Finance Office or the Deputy Head's (Pastoral) Office at the beginning of the school day and collected at the end of the day. Obviously, interpretation of what constitutes a large sum of money will vary, but as a rule of thumb, anything over £20 in cash should be handed in for safe keeping.
- Mobile phones are intended for use on the journey to and from school and should be locked in the girls' lockable lockers or kept on her person during the school day, not left in desks, bags, unlocked lockers etc. It has been made clear to parents that the school can accept no liability for loss or damage to mobile phones at school.
- All items of clothing including shoes and trainers should be clearly named. Other items of property should also be named as far as is practically possible
- When a loss or suspected theft of a girl's property occurs, she should report it to her Form Tutor or another member of staff immediately.
- If the theft has only just occurred and there is reason to suppose that the missing property is still in the vicinity the member of staff to whom the theft has been reported will keep back all girls where they currently are.
- Before launching an investigation into the theft, the teacher to whom the theft has been reported will alert a member of the School's Senior Management Team. A member of the SMT will join them to assist with the investigation.
- A pupil may be questioned and her belongings may be searched in appropriate circumstances.
- All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that her Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil will face formal disciplinary action, and also to make arrangements for the Pupil to be accompanied and assisted by a Parent, education guardian or a teacher of the Pupil's choice..
- Teachers may ask a student to empty out their bag, desk or locker during the investigation of a theft at school.

- If a student does agree to empty out their bag or locker, teachers may look at the contents but should avoid touching students' personal property.
- Another teacher should always be present during any such search.
- If a student refuses to empty out their bag or locker, but the teacher has reasonable grounds for believing that they are the culprit, then the school has the right to search the student and her belongings without consent. In this case, the following steps will be taken:
  - The teacher will contact the head teacher or another member of staff who is authorised to conduct compulsory searches before a search is undertaken.
  - The person conducting the search should be the same sex as the student and a witness should be present, if at all possible also of the same sex.
  - There must be reasonable grounds for suspecting the student is in possession of the stolen item.
  - The student can be required to remove outer clothing only.
  - The student must be present when searching her belongings.
  - The school may also decide to contact the student's parents and/or the police.
- The school regards theft as a very serious breach of discipline and any girl caught stealing will be subject to severe penalties, which may include ~~suspension or expulsion~~ temporary or permanent exclusion from the school.
- It is the school's usual policy to inform the police of any breaches of the law.
- If a member of staff finds that items of their property have gone missing, they should inform the Deputy Head (Pastoral) and the Bursar immediately.
- Staff are advised to be vigilant and to take care of ~~over~~ their personal property.
- Valuable items of personal and school property should not be left unattended in the staff room or elsewhere at any time and should be locked up overnight, over weekends and during the school holidays.

## References

- The Pupil Code of Conduct
- Parental Terms and Conditions
- The Senior School and Prep Parents' Handbook
- The School Policy on Pastoral Care, Discipline and Exclusions

**Reviewed:** January 2015, June 2016, **January 2017**

**Approved by Board of Governors:** October 2014 – **revised version to be put before the board in February 2017**

**To be reviewed by:** **January 2020**



**CITY OF LONDON SCHOOL FOR GIRLS**

**SECURITY, ACCESS CONTROL, WORKPLACE SAFETY AND LONE WORKING POLICY**

**1. INTRODUCTION**

Our policy for the security and workplace safety at the City of London School for Girls is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

**2. RESPONSIBILITIES:**

**2.1. THE HEADMISTRESS AND BURSAR**

The Headmistress has delegated to the Bursar overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

**2.2. THE FACILITIES MANAGER**

The Facilities Manager is responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site. His team manages the CCTV system from the monitors in the Premises Team's office. The Facilities Manager ensures that at least one member of the team of Premises Assistants is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The duty Premises Assistant carries a school mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance. A Premises Team manual is used to assist with the daily locking and unlocking procedure.

A Premises Assistant will summon the Emergency Services, if the security or fire alarms go off during work hours. Remote monitoring services monitor the school outside working hours.

**2.3. THE IT DIRECTOR**

The IT Director and his team are responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include

protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. All school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are audited and a register is maintained of all equipment showing: make, date of purchase, cost and location in the school. The asset register is audited and updated annually.

#### **2.4. TEACHING STAFF ON DUTY**

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site, and are expected to go home by 16:20. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours

### **3. RISK ASSESSMENTS**

The Facilities Manager has conducted risk assessments on the security and safety of the grounds and all the buildings.

### **4. VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

### **5. ACCESS CONTROL**

There is an access control system at the main entrance to the school. This is linked to Reception and to our Premises Team 2-way radios. The main entrance door is protected by an access code for key holders and the codes are changed at least annually. During school hours access is controlled by the duty Receptionist and out-of-hours the door is monitored remotely by the duty Premises Assistant. All other entrances are locked and accessible only to authorised key holders.

### **6. PARKING FACILITIES AND DELIVERIES**

The school has only one parking space for our use in the underground car park. All other bays are owned by residents of the Barbican Estate. Staff or visitors that require use of the parking bay for visitors or loading heavy items, must reserve the

space by emailing [premisesupport@clsg.org.uk](mailto:premisesupport@clsg.org.uk). If the parking bay is already booked then they will need to make alternative arrangements (Pay & Display parking is available on Fore Street). Please note that this arrangement also applies at weekends as we may have lettings in. The school will not be responsible if you have not informed the Facilities Manager and the Barbican car park attendants issue a ticket. The parking of cars is not permitted on St Giles' Terrace except for disabled access and emergency maintenance vehicles when parking in the underground car park is not available. Access to the terrace is controlled by a locked barrier.

Cars need to enter the underground car park located on Fore Street near the junction of Wood Street. Cars must stop at the car park attendant's office and say they are visiting the school and the car park attendant will direct them.

## **7. RECEPTION**

School Reception is manned between 08.00am and 06:00pm during weekdays in term-time. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located in the main entrance to the school.

The reception desk is fitted with a panic button and a 2-way radio to communicate with the Premises Team. A monitor covering the CCTVs located at the loading bay, main hall, bridge gate and Gallery doors so that they are visible to the Receptionist on duty; but not to passers-by.

## **8. TRAINING**

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration, in the arrangements for supervising pupils.
- Safeguarding their personal possessions. Every member of staff is given his or her own locker for storing valuables.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late working.

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.

- How all staff are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

More detailed and specific training is given to the Premises Team and to the staff who work in Reception.

## **9. LONE WORKING**

We do not permit lone working and insist that a Premises Assistant is in the building for as long as another member of staff is present on site.

## **10. PUPILS**

We use PHSCE and form/house/tutor discussions to promote awareness of safety amongst all age groups.

The local Police Community Safety Officer is involved in a programme of safety discussions for Years 3- 6, covering:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme continues in higher years and is linked with our PHSCE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Every pupil is given a locker for the secure storage of her personal possessions. We encourage pupils not to bring large amounts of money or valuables to school. We have cashless dining. We advise pupils that if they have to bring more money than usual into school because of some planned after school activity, that they can store it securely in the Finance Office.

## **11. USE OF SCHOOL FACILITIES BY MEMBERS OF THE LOCAL COMMUNITY**

External groups use our facilities outside school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, cost, insurance and security. A member of our Premises Team is always on site when outside groups are present.

## **12. PHYSICAL SECURITY MEASURES:**

### **12.1. EXTERNAL DOORS AND WINDOWS**

All external doors are fitted with locks. The windows that are accessible at ground level are closed every evening.

### **12.2. SECURITY ALARMS**

Every external door is linked to the security alarm system and also

incorporates internal PIR sensors. The alarm is regularly maintained and conforms to British Standards and is operated in accordance with the recommended code of practice and is also monitored by an external monitoring company.

### **12.3. UNSUPERVISED ACCESS BY PUPILS**

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Service areas of the school. (See our separate policy on the supervision of pupils).

### **12.4. SECURITY OF ELECTRONIC PROPERTY**

Marking Property - A register of non-electronic valuables is maintained by the Facilities Manager or Bursar. The IT Director maintains the register of electronic equipment. Both registers are reviewed annually.

### **12.5. CCTV**

We have CCTV cameras covering the main entrances to the school all of which are equipped with IR night vision and are vandal and weather proof.

We have notified the Information Commissioner that the City of London School for Girls operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, advising of its usage. Our main monitors are in the Premises office to which access is restricted. Satellite monitors are used only are in Reception, facing the Receptionist. The satellite monitors are switched off when Reception is closed.

The Facilities Manager is trained in operating, recording and retaining images taken. He is aware of the procedure for handling requests for the disclosure of their own image by individuals, where the school's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00.
- To consult the City Corporation Information Officer where there is doubt about the request.

Our CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images. An annual

checklist of our system is carried out using the checklist at Appendix 2 to the ICO's CCTV Code of Practice, 2008 ([www.ico.org.uk](http://www.ico.org.uk)).

## **12.6. MONITORING**

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All external doors and accessible windows and gates are checked by the Premises Assistant when locking up.

Regular checks are made by the Premises Team throughout the day to ensure that restricted areas remain secured.

## **13. MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR PREP DEPARTMENT**

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions.
- Check all pupils out as they are collected by their parents or carers.

**Written:** January 2017

**Approved by Board of Governors:** October 2014

**To be reviewed by:** June 2017

**CITY OF LONDON SCHOOL FOR GIRLS**

**SWIMMING POOL SAFETY POLICY**

**POLICY STATEMENT**

The School believes that all children should learn to swim as soon as possible. It is fortunate in having its own indoor heated swimming pool and is therefore able to arrange class swimming lessons for all of its pupils.

**HEALTH AND SAFETY**

Health and safety is of paramount importance. The swimming pool is always kept locked and pupils are not allowed to swim without staff supervision. A Lifeguard is always present in addition to a Teacher when possible. The School does permit swimming in open water subject to conditions laid down in the Educational Visits Policy.

**RESPONSIBILITIES:**

**HEADMISTRESS**

The Headmistress has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place in relation to the swimming pool and regularly monitoring and reviewing these arrangements.

**THE SWIMMING COORDINATOR**

The Head of PE is the Swimming Coordinator. She is responsible for applying the swimming pool safety policy and procedures. These duties comprise:

- The proper operation of the facility.
- Providing, implementing, monitoring, recording and reviewing risk assessments.
- Recording and reviewing pool safety operations - both the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).
- Monitoring and recording staff training including First Aid, Lifeguarding and Teachers rescue award.
- Swimming pool related communications with staff.
- Conditions of pool use by school staff and pupils. Ensuring that pupils follow instructions and behave responsibly.

The Coordinator is a member of the school's Health and Safety Committee, which is the forum at which the NOP, the EAP and risk

assessments are discussed and reviewed. Copies of both NOP and EAP documents can be found in the premises section of the staff intranet. Copies are always given to all external groups and schools that use or hire our pool.

## **THE BURSAR/FACILITIES MANAGER**

The Facilities Manager is responsible to the Bursar as the School Safety Coordinator and the Bursar is Chairman of the Health and Safety Committee. The Facilities Manager works closely with the Head of PE in maintaining pool safety. They are jointly responsible for ensuring that:

- The physical security of the building is maintained to prevent unauthorised access by pupils or others
- Ensuring that recommended life-saving equipment is maintained
- Ensuring that there is an emergency telephone beside the pool
- Lone working in relation to maintenance and cleaning is not carried out poolside unless the pool cover is in place
- The water quality is maintained in a safe and hygienic condition. Water is sampled monthly and records maintained.
- Pool chlorine levels are checked daily and remedial action taken where necessary.
- The pool plant operates safely and effectively and is regularly maintained and serviced
- The facility is regularly cleaned and appropriately maintained
- Appropriate hire and insurance arrangements are made with all outside users, in accordance with the times of use identified by the Head of PE
- The pool is always closed if the water quality or chlorine sample causes concern and not re-opened until remedied.
- Depth markings are clearly visible, together with safety signs that prohibit running and diving
- Members of the Maintenance Department have attended an accredited course in swimming pool maintenance. Untrained members of staff are not allowed to carry out maintenance of either the pool, or of its plant.

## **RISK ASSESSMENT AND NORMAL OPERATING PROCEDURES**

Risk assessments should be prepared by a competent person covering the normal uses of the pool. See the Risk Assessment Policy for more information. These assessments should be included on the school Risk Assessment Register and should be reviewed on an annual basis or more frequently if there is an incident or if changes are made to the buildings or operating procedures.

The assessment will include issues such as security, supervision, water quality, emergency arrangements and risks presented by specific activities etc.



These assessments should be used as the basis for the Normal Operating Procedures which will detail how the pool will be operated to achieve safe conditions. Further information on this subject can be found in the ASA Guidance for School Swimming.

### **LEISURE USE OF THE POOL**

Members of staff may use the school's pool at designated times agreed by the Head of PE. During staff swimming sessions the lifeguard must be present.

### **HIRE ARRANGEMENTS**

The School hires the swimming pool regularly to a number of other schools, local community groups etc. Hire is conditional upon the acceptance of an undertaking to conform to the school's NOP and EAP, provide risk assessments, and provide their own Lifeguards and proof of certification and supervision in conformity with the school's own policies and to pay any hire charges.

### **FIRST AID AND EMERGENCY**

A specific emergency plan should be provided identifying roles and responsibilities and detailing the action to take in the event of an incident. All relevant staff should be trained on the contents of the plan and records kept of this training.

A member of staff who is qualified in First Aid is always present when pupils use the pool. First Aid boxes are located poolside in the drying room. They are checked half termly by the School Nurse who replenishes the contents as necessary.

**Written:** January 2017

**Approved by Board of Governors:** October 2014

**To be reviewed by:** June 2017

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**Proposed International Student Exchange Programme to Laurel School,  
Cleveland, Ohio**

**Purpose and Rationale**

The main objective of the International Study Programme is to provide two students in Year 10 with the opportunity to experience a culture and an education system that are quite different from CLSG. The experience will broaden their perspective on education, increase their awareness of international issues and build on the foundations laid through the delivery of the Global Perspective Course that the students undertake in Year 10. It is also an opportunity to expand global connections, develop life-long friendships and to become a member of another community. Participation in the Programme will enable students to build their self-esteem, adapt to new situations and to challenge their way of thinking.

**Background on the Laurel School**

Laurel School, founded in 1896, is a nationally recognized, college preparatory, independent day school for girls, Kindergarten through Grade 12, with a coeducational Pre-Primary program. The school shares a number of key values and characteristics with CLSG: academic excellence, core values, diversity and a focus on research, with the Laurel School's Center for Research on Girls Laurel has two campuses. The Lyman Campus is situated on 11 acres in suburban Shaker Heights, Ohio, and is home to classrooms, two gymnasiums, visual arts studios, a Chapel Theatre and a dance studio for the Pre-Primary, Primary, Middle and Upper Schools. Opened in 2002, the 140-acre Butler Campus in Russell Township, Ohio, features outdoor education, experiential learning, athletic fields, a 16-element Project Adventure Course, and a 16,000-square-foot fitness and wellness centre.

Girls at laurel are encouraged to take risks and to welcome intellectual and physical challenges. At the heart of the school are values such as courage, creativity and compassion. The school places an emphasis on leadership development.

**Proposed Dates for the Exchange:**

March/April 2018 – CLSG girls to Laurel	2 weeks
June 2018 –Laurel girls to CLSG	2 weeks

**Selection Process**

All Year 10 students will be eligible to apply for one of the two places on the Programme. Not all applicants may be accepted, and the School reserves the right to refuse a student's participation.

We will be looking for positive, independent, flexible and confident students who will act as school Ambassadors and who will contribute to and participate in all aspects of the Programme. The ideal candidate will have a sound academic background, strong organisational skills, and will have already made a positive contribution to a wide range of activities at CLSG.

Candidates will be asked to write a letter explaining why a place on the Programme would be a valuable experience and what they can offer the host school and family. A panel of staff members will assess each application, taking into consideration previous knowledge of the student and information provided in the letter of application.

### **What is involved in the exchange?**

In addition to the students accessing the prevailing Year 9 curriculum and co-curricular programmes at the exchange school, part of the exchange programme is offering hospitality to those students who come to CLSG/go to the Laurel. The hosting family in each School will need to agree to:

- bear the costs involved in hosting a foreign student
- communicate with foreign family and the visiting student before her arrival
- provide exchange student with the transfer from and to the airport on the day of their arrival and their return
- provide suitable accommodation for the visiting exchange student
- host parents are in loco parentis and as such follow all normal school procedures and protocols of CLSG/Laurel
- provide exchange student with a CLSG/Laurel school uniform
- provide transfers to and from school during the stay of visiting students
- take visiting student sightseeing in and around London/Ohio
- in the case of CLSG parents, apply for a DBS certificate

Once a student has been on exchange, she will be asked to write a report on her experiences and she is expected to continue to demonstrate her interest in the exchange program; this includes meeting and greeting any exchange student who comes to CLSG. Such students will also be in a position to offer their experience to subsequent students who are selected to go on the programme.

### **Cost Implications**

CLSG parents will continue to pay their daughter's school fees and the host school will not charge any fees. Parents will be responsible for arranging transport (passports, visas and insurance), paying for flights, and pocket money and travel money for any extensive excursions. Whilst no fees will be exchanged between the two schools there may be extras. The host school will alert parents to this.

**Report on the CLSG Summer School  
11<sup>th</sup> – 15<sup>th</sup> July 2016**

This year we welcomed forty students from sixteen primary schools to join us for the Summer School week. As in the previous year schools from the neighbouring boroughs (The City, Islington, Hackney, Tower Hamlets, Southwark and Westminster) were invited to send up to two pupils. As not every school invited responded we did have several schools sending us three students. The Summer School was oversubscribed with a number of schools asking if they could send additional students. Thirty-seven girls and three boys attended, (twenty-eight girls and eleven boys in 2015); the increased number of girls appeared to be the result of schools being more aware that girls would be able to apply for 11+ places at CLSG if they enjoyed Summer School.

Communicating directly with parents once schools had identified candidates proved to be effective. As in the previous year, the ethnic mix of students attending was excellent and the majority of students clearly did not come from a privileged background. Most parents attended the briefing session in June and their feedback suggested they found visiting the school helpful and informative (see parent comments below).

The building works this summer created an extra challenge as many of the classrooms and labs were unavailable and some equipment had to be moved prior to Summer School starting (printing press and drums). We based ourselves in the sixth form centre and used the nearest classrooms. This proved to be an ideal location as students had direct access to an outside space and could easily get to the prep toilets.

The students worked throughout the week in two teams of twenty on a variety of tasks, with the exception of swimming and climbing where a smaller ratio was required. Given we only had three boys they were all put in the same group and appeared to get on well together. The theme for the week was 'learning is fun', a broad theme, which had been requested in teacher feedback from the previous year. Each team had two teacher team leaders, at least one of whom accompanied the group to every session. It was evident from observations of the teams during lessons and break periods that the team leaders quickly formed very effective working relationships with their students, who were keen to involve them in their break time games. At the end of the week the team leaders wrote a report on each child which was given to parents and schools. The detail included in these reports confirmed how well the team leaders knew their group. An example of a report is included at the end of this document.

The tasks included dissecting a heart (Biology), African Drumming (Music), designing T-Shirts (IT and Art), swimming and climbing (PE), alkali and acid (Chemistry), robotics (Physics) and an Indian factory (RPE). There was 100% attendance throughout the week with students appearing excited about the tasks ahead each day. Student feedback on the activities was very positive, although there were suggestions about other subjects they would like to see included such as Maths, Geography, Drama, Dance and French (see pupil comments at the end of the document).

The number of students entitled to free school meals was an issue at the start of Summer School. On the first day eleven students said they had free school meals (FSM), when only two were expected. When we contacted their schools it transpired that the school policy was to provide a free meal on all trips, irrespective of parental income, which had led some parents to believe they were entitled to FSM at Summer School. Four students were actually entitled to FSM and getting accurate information from schools next year will need to be improved.

The parent presentation on the final afternoon of Summer School was very well attended. All the students had a least one family member and many had two parents and/or a grandparent. The students presented each day of Summer School in small groups, followed by a powerpoint presentation of photos taken throughout the week. We also displayed their artwork from the T-Shirt sessions which many parents enjoyed seeing and took home. Each student was given a CLSG certificate for participating in Summer School. The presentation was well received and many parents asked us to send the PowerPoint to schools, which Rachel Kearney did. The CLSG bursary scheme was explained and copies of our prospectus and bursary information sheets were handed out. Rachel Kearney and Alan Bubbear were available to answer questions. Many parents appeared unaware of the level of support available (transport, uniform and essential trips as well as fees).

The teachers involved in Summer School as team leaders and session leaders were, without exception, incredibly enthusiastic, dedicated and well prepared. Their commitment ensured Summer School was a success and I am hugely grateful for all their efforts.

We have currently received 25 applications from Summer School students to sit the 11+ exam in 2017 (2 applied in 2015). A number also came to the 11+ Open Morning in September 2016 and I had several parents enquiring about Summer School for next year.

A copy of the Summer School Programme is included at the end of the document.

### **Changes for 2017**

We would like to use Summer School as a leadership opportunity for Year 12 students. We are currently exploring the possibility of employing Year 12 alongside teachers as team leaders.

We would also hope to include an even wider range of subjects next year; in particular, we would like to be able to offer Design Technology, Maths and Languages.

As a memento of Summer School and as a marketing opportunity, we would like to investigate the possibility of providing students and schools with a CLSG CD of the photos taken. As many students commented on the new friends they made we would like to provide a contacts list (with parental consent).

Many students asked for a longer climbing session, so varying the session length will be considered.

Ideally, we would like to see the number of primary schools participating increase to twenty. Next year we will contact by phone those who do not respond to our e-mails.



<b>Feedback from Parents</b>	
<b>Positives</b>	<b>What we could improve</b>
I don't think you could improve anything, it is a wonderful school.	A computer session
Well done!	Nothing
The briefing meeting was spot on. My son enjoyed the opportunity and experience. It has been an eye opener and may influence a career choice in the future. Perfect 10. This should be encouraged to allow more pupils from other schools to be informed about good schools around.	Nothing
My daughter loved the science lessons, for example, when they had the opportunity to look at and touch a real heart.	Improve the food at lunch e.g. Vegetarian option. (NB Vegetarian cheese sandwich was available every day.)
Chemistry/Robotics – wonderful experience	Nothing
She really enjoyed the whole experience.	Nothing
The communication was clear and very prompt. She really liked the chemistry lesson, biology and sport. Also the T-shirt design was quite unique.	Nothing
She really enjoyed all the activities and she wants to come again.	Nothing
She loved the chemistry and swimming. Thanks for the great opportunity.	Longer days
Very good and friendly communication. She enjoyed it very well. She wishes to come back here.	Nothing
Our daughter absolutely loved her time at Summer School. There was a wide range of activities that she would not normally have the opportunity to participate in. She especially enjoyed biology, chemistry, robotics, swimming and climbing. The Summer School is a fantastic idea, which has been carefully planned and thought out. Thank you for making the experience unforgettable.	Nothing
I was very impressed with the communication. She enjoyed meeting new pupils from other schools. She learned a lot and gave feedback when she got home. She loved the climbing, swimming and subjects, especially sport. T-shirts a great idea.	Improvement – 2 weeks instead of 1. Maybe have a CD or pictures that show their experiences.
The meeting was very thorough. His eye were wide open with the range of new subjects and experiences. He really enjoyed his week. Thank you.	Gender group seems odd, boys seem token
My daughter enjoyed coming to school	Nothing



because she liked it. She made new friends and enjoyed making the t-shirt.	
It was a great opportunity for learning. Thank you.	Nothing
My daughter enjoyed the variety of subjects and meeting other children.	No real issues, but it would have been nice to meet some of the City Girls.
Really enjoyed the science, PE, climbing and swimming. Thank you she really enjoyed it.	2 weeks instead of 1

<b>Feedback from Students</b>	
<b>Positives</b>	<b>What we could improve</b>
I enjoyed everything and I love meeting new friends.	Nothing, I just wanted more time to do climbing because it was so much fun.
I enjoyed everything apart from Biology (didn't want to do the dissection, so was given an alternative activity)	Nothing I can think of
Everything	Include trampolining
The activity I loved the most was Biology and swimming. Biology was fun because I got to learn new things about a human heart. I have enjoyed making new friends and chemistry when Miss burnt the jelly baby.	Nothing
Biology and Chemistry were really fun.	Nothing
I enjoyed everything	Nothing
I enjoyed working with other people	Cooking Designing your own t-shirt with your own ideas (the students were given a theme of brutalist art from around the Barbican).
I most enjoyed PE	Nothing A mean girl in the green group said the blues were rubbish.
The highlight of the week was swimming.	Make climbing longer Include French
I enjoyed all the activities, they were all amazing and fun. The highlight was the t-shirts and friends.	Nothing
Meeting friends and swimming	The skipping ropes were too short and so was break
Everything was just plain fun. Meeting and getting to know everyone. I really enjoyed story writing (English).	Nothing – they were all fun
Everything because it was fun	Climbing – make it longer Trampolining
Everything was fun	Include Badminton
I most enjoyed Biology because usually people say I am too young to use those instruments for dissection.	Include Art and Maths
I most enjoyed English and Chemistry because the tasks were explained well	I wouldn't change anything, it was perfect

I wouldn't change anything, I enjoyed climbing because it is one of my hobbies, Chemistry because I love it and Biology because dissecting the heart was beautiful.	Include Drama, dance, fencing and Karate
All the activities were good. The highlight was winning against the blue team in dodgeball.	Include Geography
All of it, I had fun and made new friends.	Archery
Robotics, because it was really fun to build robots.	Nothing
I most enjoyed the climbing as I had never done it before.	T-shirt pictures were boring Longer climbing
RPE was the best because it made me think about other people. I also enjoyed the sport and making new friends.	Include Drama
I enjoyed making new lovely friends I've never met before.	Geography and Maths
The best thing was meeting new people and the teachers.	Nothing
Swimming was best because I learnt new moves.	They didn't tell me enough about the lunch.

### The Blue Team



### The Green Team



## Example of a Report

CLSG SUMMER SCHOOL 2016



CITY OF LONDON  
SCHOOL FOR GIRLS

Report on **Lacy Bishop**  
*Nightingale Primary School*

Throughout the week, the students have undertaken a range of activities, which has enabled them to extend their thinking beyond their normal curriculum. The tasks have allowed them to challenge themselves to be creative as well as build their resilience and teamwork under the theme of 'learning is fun'.

The week consisted of the testing of chemical reactions and conducting their own experiments in Chemistry; heart dissection in Biology; and designing and constructing their own robots in Robotics with the aim of solving a specific problem in a designated industry. The students also developed a range of skills useful to various other subject areas, including using evidence in History to perfect their source skills; exploring language in English by examining Shakespeare quotes; and using empathy in Religion, Philosophy and Ethics, in an attempt to understand the lives of those less fortunate than themselves. The students have also been able to design their own t-shirts using iPads; create their own rhythms with drums; play team games in PE and develop their abilities in swimming and rock climbing. Finally, the students have used their creative writing and presentation skills in order to communicate their experiences and new knowledge with their peers and parents.

### Strengths:

Lacy has been absolutely charming and such fun to have in the Blue team! She is kind and polite and has approached this week with good humour. She has shown herself to be a strong participant in group activities and can also be relied upon to work well on her own. Lacy worked with particular interest in both Biology and Robotics, and seemed to enjoy the problem solving aspects of the latter.

### Things to work on:

Lacy should continue to work with interest in lessons and should not hesitate to participate in class discussions. She has lots of valuable thoughts and ideas to share and should not be afraid to take risks in the classroom.

Summer School 11<sup>th</sup> July – 15<sup>th</sup> July 2016

Students will work in two groups of twenty throughout the week except Wed and Thurs where indicated with (10) when students are in smaller groups.

Timing	Monday 11 <sup>th</sup> July		Tuesday 12 <sup>th</sup> July		Wednesday 13 <sup>th</sup> July		Thursday 14 <sup>th</sup> July		Friday 15 <sup>th</sup> July	
9 – 9.10	Arrive / Welcome <b>Main Hall</b>		Registration <b>Main Hall</b>		Registration <b>Main Hall</b>		Registration <b>Main Hall</b>		Registration <b>Main Hall</b>	
9.10 – 10.15 (1hr)	<b>Ice breakers</b>  SPY MMA  <b>Prep 1 – acces via G floor</b>	<b>Drumming</b>  UM RDA  <b>Main Hall</b>	<b>Ipad T-Shirt</b> RBI KP SPY  <b>AUX 1</b>	<b>PE</b> NST OHE  <b>Gym</b>	<b>Robotics</b> ABO SPY  <b>Lecture Theatre</b>	<b>Climbing(10)</b> CC OHE <b>Gym</b>  <b>Chem (10)</b> GPR RDA <b>C12</b> <b>Access via external stairs from prep</b>	<b>English (10)</b> HLA, MMA <b>Prep 1</b>  <b>Swim (10)</b> OHE NST <b>Pool</b>	<b>Robotics</b> ABO RDA  <b>Lecture Theatre</b>	<b>Team Challenge</b> JAS MG  <b>AUX 1</b>	Prepare presentation then sport JJO RK NST <b>Prep Corridor/ Dance Studio</b>
10.15 – 10.45 (30 mins)	Break		Break		Break		Break		Break	
10.45 – 12.00 (1hr 15 mins)	<b>Drumming</b> UM MMA  <b>Main Hall</b>	<b>Ice breakers</b> RDA OHE  <b>Prep 1 – access via G</b>	<b>PE</b> NST SPY  <b>Gym</b>	<b>Ipad T-Shirt</b> RBI KP RDA  <b>AUX 1</b>	<b>Climbing(10)</b> CC OHE SPY <b>Gym</b>  <b>Chem (10)</b>	<b>Robotics</b> ABO JSI  <b>Lecture Theatre</b>	<b>Robotics</b> ABO, MMA  <b>Lecture Theatre</b>	<b>English (10)</b> HLA, RDA <b>Prep 1</b>  <b>Swim (10)</b>	Prepare presentation then sport JJO RK NST <b>Prep Corr/ Dance</b>	<b>Team Challenge</b> JAS MG <b>Aux 1</b>

		floor			GPR MMA <b>C12</b> Access via external stairs from prep			OHE NST Pool	Stud	
									Team Leaders write reports SPY, MMA, RDA, OHE <b>DT Computer Room</b>	
12.00 - 12.45 (45 mins)	Lunch		Lunch		Lunch		Lunch		Lunch	
12.45 – 2.00 (1hr 15 mins)	<b>History</b> MMA SPY  <b>Prep 1</b>	<b>Ipad T- Shirt</b> RBI KP OHE <b>AUX 1</b>	<b>RPE</b> KBU SPY  <b>Prep 1</b>	<b>Biology</b> RDA OHE  <b>C12</b> Access via external stairs from prep	<b>Robotics</b> ABO MMA  <b>Lecture</b> <b>Theatre</b>	<b>Climbing</b> ( 10) CC OHE <b>Gym</b>  <b>Chem</b> (10) GPR RDA <b>C12</b>	<b>English</b> (10) HLA MMA <b>Prep 1</b>  <b>Swim</b> (10) OHE NST <b>Pool</b>	<b>Robotics</b> ABO RDA  <b>DT Small</b> <b>Compute</b> <b>r Room</b> <b>and AUX</b> <b>1</b>	Feedback from students SPY, MMA <b>Aux 1</b>  Finalising presentatio ns <b>Prep</b> <b>corridor</b>	Finalising presentatio ns RDA, OHE <b>Prep</b> <b>Corridor</b> <b>/Dance</b> <b>Studio</b>  Feedback from students <b>Aux 1</b>
2.00– 2.20 (20 mins)	Break		Break		Break		Break		Break	
Timing	Monday 11 <sup>th</sup> July		Tuesday 12 <sup>th</sup> July		Wednesday 13 <sup>th</sup> July		Thursday 14 <sup>th</sup> July		Friday 15 <sup>th</sup> July	



2.20 – 3.20) (1hr )	<b>Ipad T-Shirt</b> RBI KP SPY  <b>AUX 1</b>	<b>History</b> MMA RDA <b>Prep 1</b>	<b>Biology</b> RDA SPY  <b>C12</b>	<b>RPE</b> KBU OHE  <b>Prep 1</b>	<b>Climbing(10)</b> CC OHE MMA <b>Gym</b>  <b>Chem (10)</b> GPR SPY <b>C12</b>	<b>Robotics</b> ABO RDA  <b>Lecture Theatre</b>	<b>Robotics</b> ABO MMA <b>DT Small Computer Room and AUX1</b>	<b>English</b> (10) HLA RDA <b>Prep 1</b>  <b>Swim</b> (10) OHE NST <b>Pool</b>	<b>Presentation to parents</b> JSI, RDA, OHE, SPY, MMA, MG  (RK and AB if possible)  <b>Gym</b>
3.20 – 3.30pm	<b>Round up of the day</b>  SPY MMA  <b>AUX 1</b>	<b>Round up of the day</b>  RDA OHE  <b>Prep 1</b>	<b>Round up of the day</b>  SPY  <b>AUX 1</b>	<b>Round up of the day</b>  OHE  <b>Prep 1</b>	<b>Round up of the day</b>  SPY MMA  <b>AUX 1</b>	<b>Round up of the day</b>  RDA OHE  <b>Lecture Thea</b>	<b>Round up of the day</b>  MMA  <b>AUX 1</b>	<b>Round up of the day</b>  RDA  <b>Prep 1</b>	
3.30pm From Main Hall	Depart		Depart		Depart		Depart		Depart

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**City of London School for Girls**  
**Health & Safety Committee Minutes**  
**Meeting Held on 3<sup>rd</sup> January 2017**

**Present:** Alan Bubbear (Chairman), Jason Valentine (H&S Coordinator), Ena Harrop, Claire Tao, Mary Robey, Kerry Dignan, Jane Curtis, Steven Berryman, Carolyn Cole, Emily Herbert, Nicola Brown, Kelly Patterson, David Libby, Ashley Wright, Caroline Castell, Andy Hill, Kirsty Packer, Jane Rogers, Vicky Pyke (Secretary)

**Apologies**

None

**Item 1 Previous Minutes**

Minutes of September's meeting were agreed.

**Item 2 Matters Arising**

- **Disposal of Chemicals**

AB advised that the corporation does not have a policy in place for the disposal of chemicals. AB to liaise with Oli Sanadres' replacement to get one put in place.

**AB**

- **Prep Girl Hit in Face at Boys School**

JR advised that a meeting took place at the Boys school with all parties involved and the Prep Friends have put in place new procedures for joint activities with one key point being SMT to be on call during activity and the school nurse being available. JR also advised that the Chair of Friends is organising DBS checks for all the Friends Committee. The matter is now closed.

- **Consideration for SEN Training to be included in Risk Register**

AB advised that SEN training would be incorporated in the Risk Register along with other things rather than be listed as a separate item.

- **Mat in Counsellors Office Meeting Room 2**

JV advised that he would speak to the Counsellors about the new furniture and get the mat moved.

**JV**

**Item 3 Safety Drills**

AB advised that the Evac training exercise was carried out last term. CTA advised that another one needs to be carried out this half term, as the last one wasn't completed properly. JV to print out cards for SMT and no one is to be dismissed until the cards are read out on each floor. It has also been agreed that a member of the premises team should go straight to D Floor and radio down on arrival, each floor can then be dismissed once cards have been read to all staff and pupils. Staff to be reminded by email of the different evacuation

**JV/AB**

procedures.

#### **Item 4 Risk Register**

AB advised that there have been no changes since the last meeting. A periodic update needs to be completed and will be handed out at the next SMT meeting for review prior to it going to the next Board meeting in February. AB asked if anyone had any issues that they think should be recorded on the register to let him know. He advised that he would circulate the Register once agreed by SMT

**AB**

#### **Item 5 Health and Safety Accident Statistics**

No statistics were available as the school nurse left before being able to report on them. JV tried to access the reports but the system was unavailable. He advised that he would report back once the system was available.

**JV**

CC advised the care plans for the diabetics girls had been updated

#### **Item 6 Health and Safety Assurance Inspections 2016 Update**

- JV advised that Lee Dignan took the minutes of the last two meetings but was absent at the time of the H&S meeting. AB asked JV to circulate minutes once received from Lee Dignan

**JV**

#### **2017 Dates for Safety Assurance Inspections**

- 20<sup>th</sup> January, 19<sup>th</sup> May, 29<sup>th</sup> September and 3<sup>rd</sup> November.

#### **Item 7 Health and Safety Training**

CTA advised that all new staff had completed their H&S training during their induction meeting. AB advised that Samantha Robson would need to complete once she starts on 9<sup>th</sup> January.

#### **Item 8 AOB**

- NB advised that the Autoclave in science is very old and advised that the science department are planning to buy a new one. NB advised that the old one is safety checked every year but is unsure how safe it is. JV advised that it is deemed safe by the assurance inspection but should still be serviced by an external company. KP to pass on details of company used by DT to the science department.
- EHE asked if an updated First Aiders list can be circulated. CTA and VP to complete.
- KP advised that not all appliances that were PAT tested over the holidays have new stickers on them. JV to check and advise further
- NB asked JV if there could be an on call emergency contact between the premises team and the science department in the event of an emergency within the science department during lesson time. JV advised that a service desk call should be raised. AB asked if this would be picked up in time and JV advised that an instant email is received and would be dealt with immediately. JV advised that in the past urgent requests have

**KP**

**CTA/VP**

**JV**

come through but the premises team have not been allowed in the classrooms to complete the requests, so asked NB that if urgent requests are placed that his team be allowed in to complete as soon as the email comes through.

- JR asked JV if the heating issue in the Activity Room had been resolved. JV advised that it hadn't been but that it should be resolved within the week. JV
  
- RT advised that on the last day of term when all the girls had left for the holidays a sixth former was left in the Library unattended. RT asked if checks could be put in place to ensure all girls had left the building. JV advised that this was not an isolated case and that this had happened on a number of occasions. EH advised that reminders should be sent round and checks to be included in staff duty. EH to remind students that if they are staying after school unsupervised that they should go to the Library. EH
  
- NB asked if a reminder could go to all students not to leave school bags on C floor. EH to send out a reminder. EH
  
- KP advised that there times she has been given sensitive information regarding students late when taking after school clubs. EH advised SEN to circulate SEN lists to all support staff and staff to speak to SEN if they have any issues. SEN
  
- CC raised the issue of more keys being issued to staff for the underground tunnels in the event of an emergency. JV advised that enough keys are issued to the relevant staff that needs them and that AB holds the master key.
  
- NB asked if another Operation Underground could be run for staff. AB to organise a time and advertise to any member of staff that would like to attend. All health and safety procedures should be resent to all staff. AB

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**CITY OF LONDON  
SCHOOL FOR GIRLS**

**HEALTH, SAFETY AND WELLBEING POLICY**

This policy was written in June 2014 and will be sent to the governors for approval in October 2014. It was reviewed in January 2017.

**1. GENERAL STATEMENT OF HEALTH, SAFETY AND WELLBEING BY THE CHAIRMAN OF GOVERNORS**

As Governors of the City of London School for Girls, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, students, parents and visitors. On behalf of the City of London Corporation as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as Governors by appointing Mrs Mary Robey as Governor with responsibility for overseeing Health and Safety for the time being.

Day to day responsibility for the operation of health and safety at the school is vested with the Bursar reporting to the Headmistress. He has overall responsibility for monitoring health and safety within the school and for reporting any serious breaches to me through the Headmistress. With the City Surveyor, he is responsible for ensuring compliance with Construction, Design and Management Regulations and for safe conditions of work for all at the school. As Governors, we have specified that the school should adopt the following framework for managing health and safety:

- 1.1 That the Governor overseeing health and safety, attends the termly meetings of the school's Health and Safety Committee whenever possible and receives copies of relevant paperwork.
- 1.2 That full compliance is accorded to the City's Corporate Health, Safety and Wellbeing Policy (Version 01-02 dated 1<sup>st</sup> October 2016) including the requirement for safety assurance inspections.
- 1.3 That a report on health and safety covering: statistics on accidents to students, staff and visitors; staff training; fire practices and all new or revised related policies and procedures is tabled at each term's Governors' meeting.

- 1.4 That the minutes of the Health and Safety Committee's termly meeting are provided at each meeting of the full Board of Governors, together with any other issues on health and safety that the Bursar as Chairman of the Health and Safety Committee considers need to be brought to the Board's attention.
- 1.5 That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by qualified professionals and that their recommendations and cyclical planning form the basis of the school's routine maintenance programmes.
- 1.6 That the school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer. In addition, the Catering Manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Health and Safety Committee.
- 1.7 That the school has a fire risk assessment, carried out by an external risk assessment consultant, and that this is updated every three years or more frequently if significant changes are made to the interior of buildings or on significant change of usage. The Health and Safety Committee should review this risk assessment every time it is amended.
- 1.8 That safety assurance inspection reports showing action required and timescales should be monitored by the Health and Safety Committee.
- 1.9 That a suitable and sufficient legionella risk assessment is completed by a competent person at a frequency based upon risk. A written scheme of control will be followed which will include regular water temperature testing.
- 1.10 That the school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic manual handling and working at height training where appropriate. Health and safety training that is related to an individual member of staff's functions, such as a science technician, will be provided in addition to the "standard" induction training. An adequate number of staff, teaching and support will be trained and qualified in first aid.

All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Headmistress, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with health and safety requirements. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Facilities Manager using the online Premises Support Request.

All employees are briefed on the availability of this statement on the school's Portal and Shared Area. They will be advised as and when it is reviewed, added to or

modified. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document. This policy will be displayed on the school's website.

Signed: ..... Clare James, CC  
Chairman Board of Governors

Date: 20 February 2017

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## **2. ORGANISATION FOR HEALTH & SAFETY**

I have the delegated responsibility for ensuring compliance with the school's Health and Safety Policy. I have delegated day to day responsibility for organising health and safety to the Bursar. This policy document consists of three parts: the General Statement by the Chairman of Governors, this description of the organisation for health and safety and, lastly, the detailed arrangements for health and safety.

Every Head of Department (HoD) and other responsible person is responsible for ensuring the health and safety of staff, students and others especially visitors and those who are disabled or who have special educational needs.

Delegated duties include:

### **2.1 Safety and Security**

**2.1.1** Building security (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Facilities Manager.

Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories and the design technology rooms – Heads of PE, Biology and DT working in cooperation with the Facilities Manager.

**2.1.2** Controlling lone working after hours – Deputy Head and Facilities Manager.

**2.1.3** Ensuring that all visitors book in at Reception and wear visitors' badges – Facilities Manager.

### **2.2 Vehicles**

**2.2.1** Control of Loading Bay and Andrewes House car parking spaces – Facilities Manager.

### **2.3 Accidents**

**2.3.1** All accidents / incidents arising out of or in consultation with work must (via the school nurse) be reported to the Corporations Accident/Incident Line (020 7332 1440).

**2.3.2** Escorting students or arranging for students to be escorted to hospital and informing their parents of the circumstances – School Nurse.

**2.3.3** Checking that all first aid boxes and eye washes are kept replenished - School Nurse.

### **2.4 Fire Prevention**



- 2.4.1 Keeping fire routes and exits clear - Bursar, who in turn has delegated day to day management to the Facilities Manager.
- 2.4.2 Electrical Safety Testing – City Surveyor who will provide the school with a copy of current electrical installation certificates.
- 2.4.3 Regular portable appliance testing – City Surveyor.
- 2.4.4 Testing all fire alarms weekly and recording results – Facilities Manager.
- 2.4.5 Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – City Surveyor.
- 2.4.6 All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers.
- 2.4.7 Ensuring that flammable rubbish and combustible materials are stored away from buildings – Facilities Manager.
- 2.4.8 Termly fire practices and emergency evacuation drills, combined with a programme of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals help to ensure that the school can be safely evacuated in the event of a fire.
- 2.4.9 Switching off all kitchen equipment at the end of service – Catering Manager.
- 2.4.10 Checking that all Scientific and DT equipment is switched off at the end of the school day – Heads of Biology and DT.
- 2.4.11 Setting all computers, projectors, printers and electronic whiteboards to switch off automatically every evening and during holidays and weekends – Director ICT.
- 2.4.12 Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers – Heads of Biology, Art and DT and Facilities Manager.

## 2.5 Water, Drainage etc

The City Surveyor, together with the Facilities Manager, is responsible for:

- 2.5.1 Maintaining water quality. A sampling regime, using external contractors, is in place.
- 2.5.2 Ensuring that drains, gutters etc are kept unblocked. Checking that all drain runs are clear using external contractors where necessary.

## **2.6 Risk Assessments**

Responsibility for the maintenance of up-to-date risk assessments:

**2.6.1** Fire – Bursar (external fire risk consultant used)

**2.6.2** Legionella – City Surveyor/Facilities Manager

**2.6.3** All rooms, corridors and exits - Facilities Manager

**2.6.4** Catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures – Catering Manager

**2.6.5** Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - Facilities Manager

**2.6.6** Asbestos Register/surveys – City Surveyor AND (local) Asbestos Management Plan – Facilities Manager

**2.6.7** Reprographics machines and copiers – Media Resources Technician

Responsibility for the maintenance of up-to-date risk assessments for teaching in the following areas:

**2.6.8** Science (including COSHH and flammable materials) – Head of Biology

**2.6.9** All outdoor and indoor games and activities – Head of PE

**2.6.10** Swimming – Head of PE

**2.6.11** Fencing – Head of PE

**2.6.12** Duke of Edinburgh Award - Duke of Edinburgh Coordinator

**2.6.13** Dance and gymnastics – Head of PE

**2.6.14** Drama – Head of Drama

**2.6.15** Art (including COSHH and flammable materials) – Head of Art

**2.6.16** Music – Director of Music

**2.6.17** Design Technology (including COSHH and flammable materials) – Head of DT

**2.6.18** All visits and trips – Visit/trip organiser

## **2.7 Training**

Responsibility for organising and maintaining records of training is as follows:

- 2.7.1** Science-related health and safety training – Head of Biology
- 2.7.2** Design Technology related training – Head of DT
- 2.7.3** Health and safety training for catering and cleaning staff – Catering and Cleaning contractors
- 2.7.4** Briefing new students on emergency fire procedures – pastoral staff
- 2.7.5** Briefing new staff on emergency fire procedures – line managers in induction process
- 2.7.6** Inducting new staff in health and safety – line managers in induction process
- 2.7.7** Identifying specific health and safety training needs of staff – Heads of Department and Line Managers or Supervisors.
- 2.7.8** First aid training- School Nurse

## **2.8 External Advisors for Health and Safety**

The City Surveyor's Department, including the City Corporation's Health & Safety Manager and Fire Safety Adviser, and external consultants provide advice on matters of health and safety as required:

- 2.8.1** The City Surveyor gives advice on the external fabric of the school.
- 2.8.2** The City Surveyor monitors and services the school's plant, equipment and lifts as required.
- 2.8.3** All gym and fitness equipment and machinery used in design technology is serviced annually as arranged by the Facilities Manager.
- 2.8.4** Adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Officer. In addition, the catering contractor arranges for:
- 2.8.5** An external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and report on those findings.
- 2.8.6** An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- 2.8.7** Professional advice from a dietician on healthier food, menu planning and special diets as needed.

- 2.8.8** The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc once a year.
- 2.8.9** Appropriate pest control measures to be in place.
- 2.8.10** The new corporate Fire Policy requires: Fire RA plus Fire Management Plan and Log Book (Records)
- 2.8.11** In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, extinguishers and panic buttons are tested quarterly by a qualified contractor.
- 2.8.12** An external health and safety consultant reports annually on the arrangements for health and safety in all lessons, support areas, public spaces, sports and swimming facilities.
- 2.8.13** That a suitable and sufficient legionella risk assessment is completed by a competent person at a frequency based upon risk. A written scheme of control will be followed which will include regular water temperature testing.
- 2.8.14** The Asbestos Register/surveys – City Surveyor AND (local) Asbestos Management Plan – Facilities Manager
- 2.8.15** The Radiation Protection Supervisor (RPS) is the Head of Physics. He is responsible for ensuring compliance with the Ionizing Radiation Regulations 1999
- 2.8.16** NICEIC qualified Electrical Engineers inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations. Current electrical test certificates are held for all areas of the school.
- 2.8.17** All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- 2.8.18** All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- 2.8.19** Competent advice will be sought from City Surveyor on construction safety including the requirements of the Construction (Design and Management) Regulations 2015.

### **Risk Register and Top X reporting**

The Bursar is responsible for maintain the School's Risk Register and ensuring that the top risks are regularly reviewed by the Senior Management Team and the Board

of Governor's to ensure that they accurately reflect the top risks and actions to mitigate the risks. Should a School Risk emerge to register in the Top Risks for the City of London (Top X) the procedures set out in City of London guidance will be followed.

### **Health & Safety Co-ordinator**

The Facilities Manager is the school's Health and Safety Co-ordinator. In this capacity he is responsible for the submission of the Annual Certificate of Assurance and termly safety assurance inspections, the results of which are to be reported to the Health and Safety Committee. The Health and Safety Coordinator is assisted in these inspections by the Governors' representative, the Director of Studies, the Head of the Preparatory Department, the Maintenance Assistant, an IT representative and the City Surveyor's representative.

### **Health and Safety Committee**

I have set up a school Health and Safety Committee which meets once a term under the chairmanship of the Bursar. The Governor who is responsible for health and safety attends these meetings whenever possible. The members of the Committee are:

- Deputy Head
- Deputy Head (Staff Management & Development)
- Facilities Manager
- Director ICT
- Head of Preparatory Department
- Head of Biology or Science Administrator
- Head of PE or representative
- Head of DT or DT Technician
- Head of Art or Art Technician
- Head of Drama or Drama Technician
- Director of Music or Music Administrator
- Special Educational Needs Coordinator
- School Nurse
- Staff Room Chairman or representative
- Building Surveyor, City Surveyor's Department (Co-opted)

The role of the Committee is to:

- Discuss matters concerning health and safety including changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses and discuss preventative measures.
- Review and update risk assessments.
- Review safety assurance inspection reports.
- Discuss training requirements.
- Monitor the implementation of professional advice.

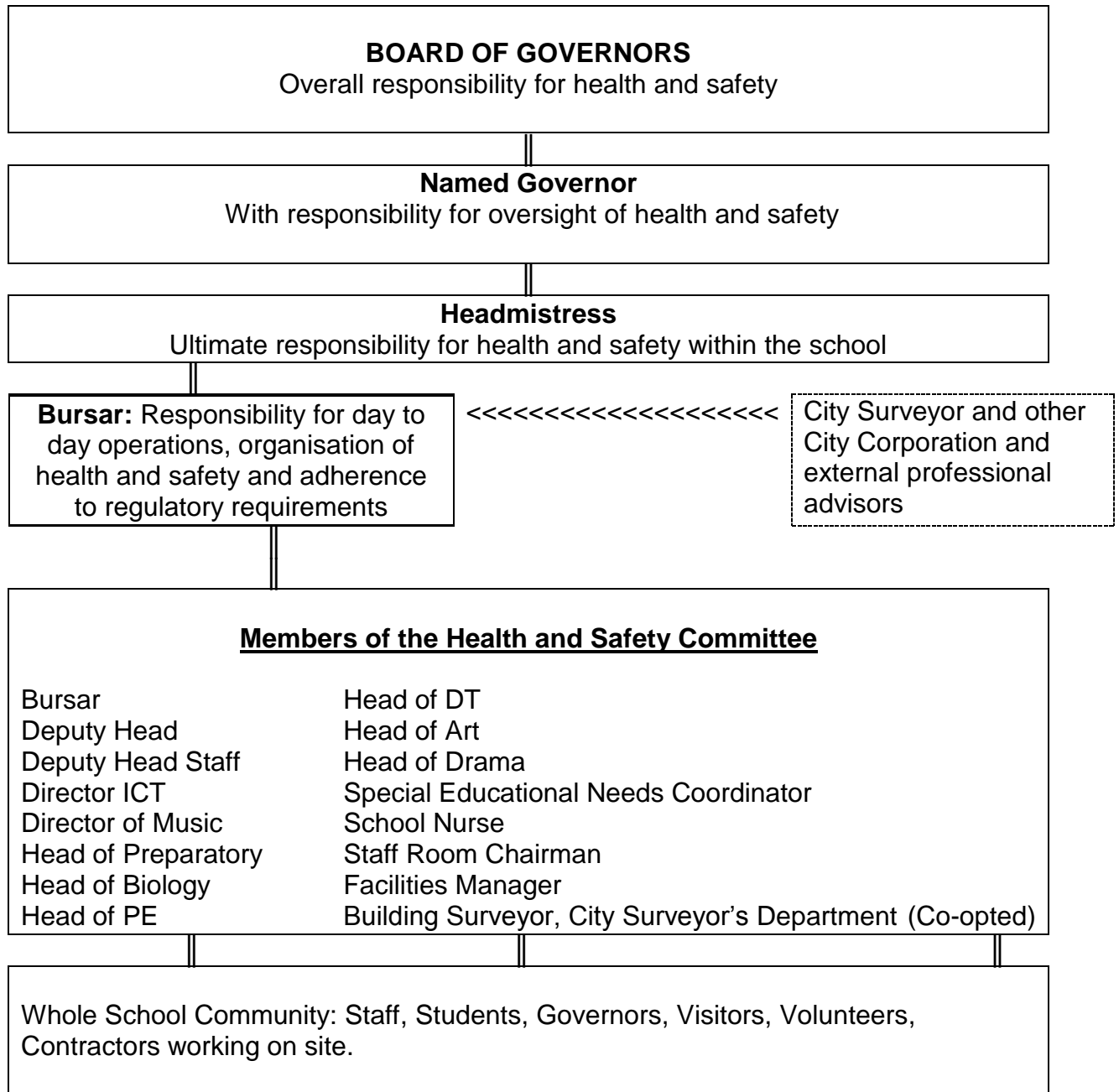
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

Signed: ..... Ena Harrop  
Headmistress

Date: 20<sup>th</sup> February 2017

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**DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY**



**3. SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

The following areas and activities present identified and significant risks. As a consequence, students are not allowed unsupervised access to:

- 3.1** PE: where the Head of PE keeps risk assessments for: all outdoor and indoor games, swimming, gymnastics, dance and fencing. Records of training and qualifications in life-guarding and other subject specific training are kept.

- 3.2** Science: where the Heads of Science subjects keep risk assessments for all experiments and the use and storage of equipment. COSHH assessments and CLEAPSS Hazcards are kept on the use and safe storage of all chemicals. Science HODs keep records of all subject-specific training by teachers and technicians.
- 3.3** Design Technology: where the Head of DT keeps risk and COSHH assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- 3.4** Art: where the Head of Art keeps risk and COSHH assessments. Records of staff training are kept.
- 3.5** Drama: where the Head of Drama keeps risk assessments for the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. Records of staff training are kept.
- 3.6** Kitchen Area: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- 3.7** Students are not allowed entry to the Facilities Manager's area on G Floor or the Loading Bay.

City Corporation and whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- 3.8** Accessibility Policy
- 3.9** Accident Reporting (RIDDOR)
- 3.10** Anti-Bullying Policy
- 3.11** Asbestos
- 3.12** Building at Work
- 3.13** Catering and Food Hygiene Policy
- 3.14** Code of Conduct for Staff
- 3.15** Competent Advice
- 3.16** Contingency Plan for Crisis Management
- 3.17** Control of access, security and use of CCTV
- 3.18** Control of Substances Harmful to Health (COSHH)
- 3.19** Design Technology
- 3.20** Display Screen Equipment
- 3.21** Educational visits
- 3.22** Electrical Safety
- 3.23** E-Safety
- 3.24** Fire safety, procedures and risk assessment
- 3.25** First Aid
- 3.26** Gas Safety
- 3.27** Health and Safety Notices
- 3.28** Induction of new staff



- 3.29** Influenza Pandemic Contingency Plan
- 3.30** Legionella
- 3.31** Letting and Hiring
- 3.32** Lightning Protection
- 3.33** Manual handling
- 3.34** Medical Questionnaire
- 3.35** Occupational Health
- 3.36** Pesticides
- 3.37** Portable Appliance Testing (PAT)
- 3.38** Pupil Supervision
- 3.39** Risk Assessments: Guidance on
- 3.40** Security, including workplace safety and lone working
- 3.41** Slips and Trips
- 3.42** Special Education Needs (SEN) and Learning Difficulties
- 3.43** Swimming pool: Leisure use of
- 3.44** Temporary staff and Contractors
- 3.45** Vehicles and on-site movements
- 3.46** Work Experience for Students
- 3.47** Working at Heights

Signed: ..... Alan Bubbear

Bursar

Date: 20<sup>th</sup> January 2017

**References:**

- A. Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117).
- B. The Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September 2010.
- C. Responsibility for the Management of Health and Safety in Schools Section H of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009.
- D. Health and Safety and Welfare at Work, Chapter N of the Bursars' Guide by Pinsent Masons LLP of 2009.
- E. Health and Safety: Responsibilities and Powers" DCSF Guidance of 2001.
- F. Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences, HSE Leaflet of 2003.
- G. Leading Health and Safety at Work, a joint IOD/HSE Guidance Document.
- H. Health & Safety Design and Technology in Schools and Similar Establishments – Code of Practice (British Standard 4163).
- I. CLSG Accessibility Plan.
- J. CLSG Anti-Bullying Policy.
- K. CLSG Drugs & Substance Abuse Policy.
- L. CLSG Educational Visits Policy.
- M. CLSG First Aid Policy.
- N. CLSG Special Educational Needs Policy.

- O. CLSG School Nurse Guidelines.
- P. City of London Corporate Health and Safety Policy.
- Q. City of London Display Screen Equipment Policy

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of the Local Government Act 1972.

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