



Board of Governors of the City of London School for Girls

Date: WEDNESDAY, 6 DECEMBER 2017

Time: 11.00 am

Venue: CITY OF LONDON SCHOOL FOR GIRLS - ST GILES TERRACE,
BARBICAN, EC2Y 8BB

Members:

Deputy Clare James (Chairman)	Deputy Tom Hoffman
Nicholas Bensted-Smith (Deputy Chairman)	Ann Holmes
Professor Anna Sapir Abulafia (External Member)	Deputy Robert Merrett
Rehana Ameer	Sylvia Moys
Randall Anderson	Elizabeth Phillips (External Member)
Professor John Betteridge (External Member)	Deputy Richard Regan
Deputy Roger Chadwick (Ex-Officio Member)	Mary Robey (External Member)
Emma Edhem	Alderman William Russell
Dr. Stephanie Ellington (External Member)	Ian Seaton (Ex-Officio Member)
Alderman David Graves	Sir Michael Snyder

Enquiries: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

N.B. Part of this meeting may be subject to audio-visual 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 summary of the meeting held on 10 October 2017.

For Decision
(Pages 1 - 8)

4. **APPOINTMENTS TO SUB COMMITTEES AND WORKING PARTIES**

The Town Clerk to be heard.

For Decision

5. **GENERAL DATA PROTECTION REGULATION - IMPACT FOR THE CITY OF LONDON SCHOOL FOR GIRLS**

Report of the Headmistress

For Information
(Pages 9 - 12)

6. **DESIGNATED OFFICER ANNUAL REPORT FOR 2016 TO 2017**

Report of the Director of Community and Children's Services.

For Information
(Pages 13 - 28)

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

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

9. **EXCLUSION OF THE PUBLIC**

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

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 10 October 2017.

For Decision
(Pages 29 - 36)

11. **DRAFT MINUTES OF THE ACADEMIC WORKING PARTY MEETING - 28 SEPTEMBER 2017**

To receive the draft minutes of the Academic Working Party meeting held on 28 September 2017.

For Information
(Pages 37 - 42)

12. **DRAFT MINUTES OF THE 125TH ANNIVERSARY WORKING PARTY MEETING - 31 OCTOBER 2017**

To receive the draft minutes of the 125th Anniversary Working Party Meeting held on 31 October 2017.

For Information
(Pages 43 - 46)

13. **ANNUAL WAIVERS REPORT 2016/17**

Report of the Chamberlain.

For Information
(Pages 47 - 54)

14. **REPORT OF THE HEADMISTRESS**

Report of the Headmistress.

For Decision
(Pages 55 - 56)

- a) Appendix 1 - Pupil Equal Opportunities Policy (Pages 57 - 62)
- b) Appendix 2 - Accessibility and SEND Policy (Pages 63 - 68)
- c) Appendix 3 - Predicted Grades Policy (Pages 69 - 70)
- d) Appendix 4 - Suicide Protocol (Pages 71 - 76)
- e) Appendix 5- Application for Sabbatical (Pages 77 - 78)

15. **GATEWAY 6 ISSUE REPORT - CITY OF LONDON SCHOOL FOR GIRLS
REFURBISHMENT PROGRAMME: PHASE 2 - UPDATE; AND PHASE 3- SEEKING
APPROVAL OF SCOPE FOR WORKS**
Report of the Headmistress.
- For Decision**
(Pages 79 - 88)
16. **CITY OF LONDON SCHOOL FOR GIRLS BUILDING STRATEGY**
Report of the Headmistress
- For Decision**
(Pages 89 - 92)
17. **CITY OF LONDON SCHOOL FOR GIRLS EXPANSION OPTIONS - FEASIBILITY
STUDY**
Report of the Headmistress.
- For Decision**
(Pages 93 - 96)
- a) Appendix 1 - Feasibility Study (Pages 97 - 124)
- b) Appendix 2 - Car Park Allocation Study (Pages 125 - 132)
- c) Appendix 3 - Car Park Storage and Traffic Flow Study (Pages 133 - 134)
- d) Appendix 4 - Financial Assessment of Options (Pages 135 - 136)
- e) Appendix 5 - Executive Summary of RS Academics Research on Prep Pipeline
(Pages 137 - 138)
18. **PROPOSED REVENUE BUDGET 2018/19**
Joint report of the Headmistress and Chamberlain.
- For Decision**
(Pages 139 - 158)
19. **REPAIRS, MAINTENANCE & IMPROVEMENTS FUND**
Joint report of the Headmistress, Chamberlain and City Surveyor.
- For Decision**
(Pages 159 - 168)
20. **FUNDRAISING STRATEGY PROGRESS REPORT**
Report of the Headmistress.
- For Information**
(Pages 169 - 174)

21. **REPORT ON OUTREACH INITIATIVES BY THE CITY OF LONDON SCHOOL FOR GIRLS**
Report of the Headmistress.

For Information
(Pages 175 - 180)

22. **CITY OF LONDON SCHOOL FOR GIRLS MANAGEMENT INFORMATION DASHBOARD - REPORT TO FOLLOW**
Joint report of the Chamberlain and Bursar.

For Information

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

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

25. **CONFIDENTIAL - DRAFT MINUTES OF THE ACADEMIC WORKING PARTY MEETING HELD ON 28 SEPTEMBER 2017**

To receive the draft confidential minutes of the Academic Working Party Meeting held on 28 September 2017. **[CIRCULATED SEPERATELY ON BLUE PAPER].**

For Decision

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BOARD OF GOVERNORS OF THE CITY OF LONDON SCHOOL FOR GIRLS **Tuesday, 10 October 2017**

Minutes of the meeting of the Board of Governors of the City of London School for Girls held at Committee Rooms, West Wing, Guildhall on Tuesday, 10 October 2017 at 11.00 am

Present

Members:

Deputy Clare James (Chairman)
Nicholas Bensted-Smith (Deputy Chairman)
Randall Anderson
Professor John Betteridge (External Member)
Alderman David Graves
Deputy Tom Hoffman
Ann Holmes
Deputy Robert Merrett

Sylvia Moys
Elizabeth Phillips (External Member)
Mary Robey (External Member)
Alderman William Russell
Ian Seaton (Ex-Officio Member)
Richard Sermon (External Member)
Sir Michael Snyder

Observing:

Deputy Wendy Mead (Chief Commoner)

Officers:

Julie Cornelius	-	Town Clerk's Department
Natasha Dogra	-	Town Clerk's Department
Sarah Port	-	Chamberlain's Department
Mark Lowman	-	City Surveyor
Ena Harrop	-	Headmistress
Alan Bubbear	-	Bursar

1. APOLOGIES

Apologies for absence were received from Professor Anna Sapir Abulafia, Dr Stephanie Ellington and Deputy Richard Regan.

The Chairman welcomed the Chief Commoner to the meeting. The Chairman also welcomed Deputy Robert Merrett to his first meeting.

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

Deputy Clare James, Tom Hoffman, Ann Holmes, Deputy Wendy Mead and Randall Anderson declared a non-pecuniary interest in respect of Item 15 (City of London School for Girls Expansion Options).

3. MINUTES

The minutes of the meeting held on 5 June 2017 were approved as a correct record.

4. **MINUTES OF THE BURSARY COMMITTEE MEETING HELD ON 27 JUNE 2017**

The minutes of the Bursary Committee meeting held on 27 June 2017 were received.

RECEIVED

5. **CLSG EXPANSION OPTIONS**

Governors agreed to vary the order of business so that Item 15 (City of London School for Girls Expansion Options) was considered next.

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.

The Board considered a report of the Headmistress concerning CLSG expansion options.

The Board moved back into public session at the conclusion of this item.

6. **REVENUE OUTTURN 2016/17**

A joint report of the Chamberlain and the Headmistress relative to revenue outturn 2016/17 was received.

RECEIVED

7. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS 2016/17 OF THE CITY OF LONDON SCHOOL FOR GIRLS BURSARY FUND INCORPORATING THE CITY OF LONDON SCHOOL FOR GIRLS SCHOLARSHIPS & PRIZES FUND**

Governors considered a draft annual report of the Chamberlain relative to financial statements 2016/17 of the City of London School for Girls Bursary Fund, incorporating the City of London School for Girls scholarships and prizes fund.

In response to a request from the Chairman, the Bursar agreed to investigate whether there was any scope to award further bursaries from the Funds.

8. **REPORT OF THE HEADMISTRESS**

Governors considered a public report of the Headmistress and the following points were made.

- The Headmistress noted that the educational trip to Granada had been postponed due to the collapse of Monarch. Flight costs had been recovered.
- The City Surveyor noted that the contractor - Bolt and Heeks – would be tasked with resolving the issue of leaks in the main hall extension.

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

There were no questions.

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

There were no items of urgent business.

11. **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.

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 June 2017 were approved as a correct record.

13. **NON-PUBLIC MINUTES OF THE BURSARY COMMITTEE MEETING HELD ON 27 JUNE 2017**

The minutes of the Bursary Committee meeting held on 27 June 2017 were received.

RECEIVED

14. **CLSG MANAGEMENT INFORMATION DASHBOARD**

Governors considered a joint report of the Chamberlain and the Bursar regarding the School Management Information Dashboard.

RECEIVED

15. **REPORT OF ACTION TAKEN**

Governors considered a report of the Town Clerk regarding action taken since the last meeting.

RECEIVED

16. **REPORT OF THE HEADMISTRESS**

The Board considered the report of the Headmistress which provided information of non-public matters in relation to the School.

16.1 **Safeguarding and Child Protection Policy**

Governors noted the approved Safeguarding and Child Protection Policy.

16.2 **Careers Policy**

Governors noted the approved Careers Policy.

16.3 **Pupil Searches and Confiscation of Pupils' Belongings**

Governors noted the approved Pupil Searches and Confiscation of Pupils' Belongings Policy.

16.4 Internal Assessment Policy

Governors noted the approved Internal Assessment Policy.

16.5 Record Keeping

Governors noted the approved Record Keeping Policy.

16.6 Crisis Management Plan

Governors noted the approved Crisis Management Plan.

16.7 MFL Exchange DBS Check Letter

Governors noted the MFL Exchange DBS Check Letter.

16.8 Sample Letter for MFL Exchanges

Governors noted the Sample Letter for MFL Exchanges.

16.9 Documentation for MFL Exchanges

Governors noted the Documentation for MFL Exchanges.

16.10 Suicide Protocol

Governors considered the Suicide Protocol.

16.11 Results Presentation

Governors noted documentation accompanying the presentation on results.

16.12 Pupil Questionnaire

Governors considered the Pupil Questionnaire.

16.13 Parental Questionnaire

Governors considered the Parental Questionnaire.

16.14 School Development Plan 2017/18

Governors considered the School Development Plan 2017/18.

16.15 Review of School Development Plan 2016/17

Governors considered the Review of the School Development Plan 2016/17.

16.16 Teaching Staff Provision

Governors considered a note regarding Teaching Staff Provision.

16.17 Support Staff Provision

Governors considered a note regarding Support Staff Provision.

16.18 Breakdown of Pupil Numbers

Governors considered a breakdown of pupil numbers.

16.19 Breakdown of Pupils by Ethnicity

Governors considered a breakdown of pupils by ethnicity.

16.20 Breakdown of Pupils by Religion

Governors considered a breakdown of pupils by religion.

16.21 Latest Gateway Report

Governors received the latest Gateway report regarding the City of London School for Girls Refurbishment Programme Phase 2/Phase 3.

16.22 Risk Register

Governors considered the risk register.

16.23 Health and Safety Committee Minutes - 4 September 2017

Governors received the minutes of the School's Health and Safety Committee meeting held on 4 September 2017.

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

There were no questions.

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

Governors considered two items of urgent business.

The meeting ended at 1.20 pm

Chairman

Contact Officer: Julie Cornelius / julie.cornelius@cityoflondon.gov.uk

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Board of Governors of the City of London School for Girls

Actions Sheet

Date	Action	Officer responsible	Progress Update
10 October 2017	Further briefings on ISI compliance recommendations to be issued to Governors when required.	Headmistress	Update at December 2017 Board Meeting
10 October 2017	Report on development to be submitted to December Board meeting.	Headmistress	Agenda Item – December 2017 Board Meeting
10 October 2017	Suicide Protocol to be redrafted and submitted back to the Board for approval.	Headmistress	Agenda Item – December 2017 Board Meeting
10 October 2017	Risk around security to be increased on Risk Register and subject to further review.	Headmistress	Agenda Item – December 2017 Board Meeting
10 October 2017	Accessibility Plan to be submitted to December Board meeting.	Headmistress	Agenda Item – December 2017 Board Meeting
10 October 2017	Equal Opportunities Policy for Pupils to be submitted to December Board meeting	Headmistress	Agenda Item – December 2017 Board Meeting

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Committee(s) Board of Governors of the City of London School for Girls	Dated: 6 December 2017
Subject: General Data Protection Regulation – Impact for the City of London School for Girls	Public
Report of: Ena Harrop, Headmistress	For Information

Summary

The General Data Protection Regulation (GDPR) comes into force in the UK on 25 May 2018. It will impose new obligations on the school both for its provision of education and for its alumni relations and fundraising activities.

The GDPR will require us to keep fuller records of the personal data that we hold on pupils, parent, alumni and donors and importantly now the legal basis under which we hold this information. This will require the School to gather and set out this information and will lead to a number of revisions to policies – Parent Contract, Privacy Notices, CCTV policy, IT use policy etc which we will be bringing back to the Board for approval early next year.

Recommendation(s)

- Members are asked to note the report.

Main Report

Background

1. While the GDPR regulation is an EU regulation, the UK government has confirmed that it will implement its provisions and tabled the enabling legislation in September this year. While the provisions of the regulation are very similar to the current Data Protection Act, they build on it and require a higher standard of evidence that data is held appropriately.
2. The principles of the GDPR are that personal data shall be:
 - a. Processed lawfully, fairly and transparently;
 - b. Collected for specified, explicit and legitimate purposes;
 - c. Adequate, relevant and limited;
 - d. Accurate and kept up to date;
 - e. Kept no longer than necessary;
 - f. Processed in a way that ensures confidentiality and security.
3. The School is likely to rely on one of the following reasons for processing personal data:
 - a. Consent from the data subject;
 - b. Performance of a contract to which the data subject is party

We are waiting on further clarification from the Information Commissioner's Office and the Comptroller. Where we rely on consent, we need to ensure that we are absolutely clear about what information is held, why and for how long. Consent has to be informed and explicit not implicit. Much of the work we need to do between now and the end of May relates to reviewing our current documentation to ensure that it is clear (even to children) and that our processes are appropriate, secure and lawful.

Current Position

4. We are currently gathering the information from across the school on the data that we hold about parents, pupils and alumni, where it is held and what it is used for. This will then be collated into a Record of Processing Activities (ROPA) which will list the information we hold, what it is used for, who it is shared with and under what legal basis it is held and processed. This work should be complete by Christmas.
5. The next step will be to work with Comptroller to finalise the ROPA and revise key documents including:
 - a. Privacy Notice
 - b. Parent Contract
 - c. CCTV Policy
 - d. Retention of Records
 - e. Use of images of children
 - f. Use of biometrics
6. The policies all need to be written in clear language that can be understood by pupils. This is because it is possible pupils of 13 and over will need to give their consent to some processing activities related to what the Regulation calls "information services" – it is assessed that homework platforms may be covered by this.

Proposals

7. Updated documents will be brought to the Board in February where possible but may need to be approved under urgency as the guidance from the Information Commissioner's Office is still being refined. We will need to have all the policies in place before the end of May so that we can communicate the changes to parents, pupils and alumni as soon after the Regulation comes into force as possible.

Corporate & Strategic Implications

8. The City Comptroller is leading the work on the GDPR for the Corporation as a whole. HR will lead on the work as it impacts staff across the corporation under guidance from the Comptroller and his team. The information officers are also supporting departments collating their information and our RAPO will feed into the larger Corporation master record.

Implications

9. A good portion of time of the Bursar and Deputy Head (Staff and Special Projects) will be taken up getting the School ready for the GDPR coming into force in May. There are a number of external organisations offering to help with this work but we do not anticipate that we will need external resources to assist us. We will need to run the revised Parent Contract back past both City Solicitors and Veale Wasborough Vizards (who drafted the original contract) to ensure we have made the necessary changes. This is likely to cost £2-£5k.

Conclusion

10. The School, supported by the Comptroller and his team, are in a good position to be ready for the introduction of GDPR. Revised policies will come back to the Board early next year to ensure that we remain compliant with the changed legislation.

Appendices

- None

Background Papers

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Committee(s) Safeguarding Sub (Community and Children's Services) Committee Board of Governors of the City of London School Board of Governors of the City of London Freemen's School Board of Governors of the City of London School for Girls	Dated: 27 September 2017 28 November 2017 27 November 2017 6 December 2017
Subject: Designated Officer Annual Report for 2016 to 2017	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Pat Dixon, Safeguarding and Quality Assurance Service Manager	

Summary

This report summarises the work of the Designated Officer (DO), formally known as the Local Authorities Designated Officer (LADO) for 2016 to 2017. The role of the DO is set out in *Working together to safeguard children*, March 2015 and the *London Child Protection Procedures*, 5th edition, Chapter 7. All allegations made against staff (including volunteers) that call into question their suitability to work or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the DO.

The report identifies that there has been a reduction in referrals to the DO for 2016 to 2017; this in part has been due to more rigour in the application of thresholds. There is also some indication that the role of the DO is not fully understood by some professionals. Therefore, a recommendation from this annual report is to deliver more in-depth training on the management of professional allegations, using anonymised case scenarios from across London.

Recommendation(s)

Members are asked to note the report.

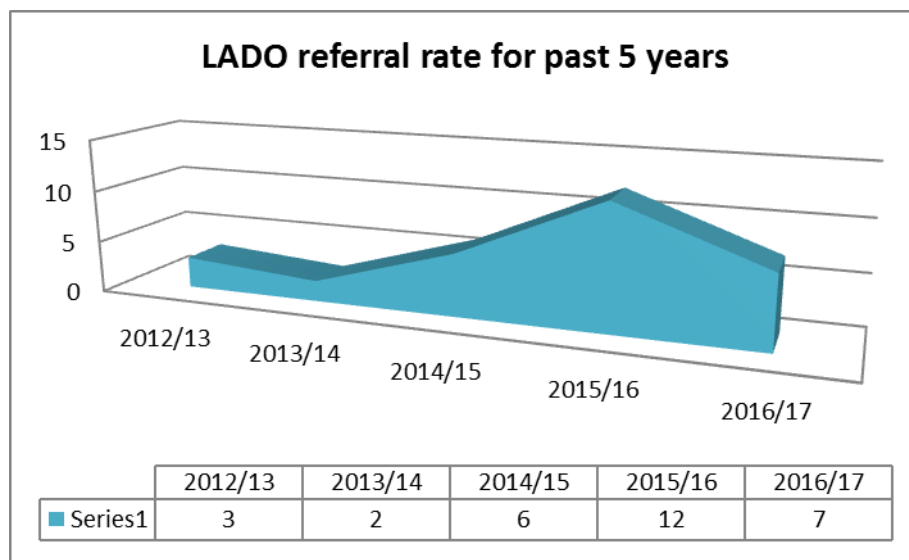
Main Report

Background

1. In the City of London, the DO work is carried out by the Safeguarding and Quality Assurance Service Manager. The current DO is a qualified social worker with a background in child protection investigation and experience of managing professional allegations for over 14 years. In 2016, the City of London Corporation was subject to the Ofsted “single inspection framework” of local authorities’ children’s services. In this inspection, the role of the DO was described as being effective in raising awareness about professional allegations, demonstrating a commitment to good practice in the management of professional allegations.
2. In 2016, peer audits were completed by the Hackney DO on City of London cases. The audits found that the City of London was adhering to thresholds and that decision making was grounded in research-based analysis. There was only one recommendation from the peer audits, which related to case recordings being on the electronic recording system. This has been slightly delayed due to changes in the recording system, as the City of London Corporation is moving from Frameworki to Mosaic. The new recording system has been configured to include the work of the DO in the future.

Current Position

3. There have been concerns in the past about the low referral rate to the DO in the City of London; in 2015 to 2016 there was a concerted effort to raise awareness of the role. This awareness campaign increased the number of referrals and awareness sessions were carried through into 2016 to 2017 as part of the staff induction programme. However, as can be seen from the graph below, there has been a significant reduction in referrals for 2016 to 2017.



4. In 2016 to 2017, seven referrals were made to the DO; however, of those seven referrals only one met the threshold for a professional allegation. There does appear to be a discernible reduction in the number of appropriate referrals that meet the threshold for the DO in comparison to previous years. This may in part be due to a more rigorous application of thresholds, as there appeared to be a lack of clarity between what constituted a referral to the DO and what was a general safeguarding enquiry.
5. There was also evidence that some agencies were sometimes unable to differentiate between when a referral needed to be made to the DO and when it should be dealt with by their own internal disciplinary procedures. Often the situations that were referred were related to complex human resource issues, rather than meeting the threshold for a professional allegation.
6. Although six referrals did not meet the threshold for the DO, one of the referrals resulted in learning, which is leading to improvements in safeguarding for children and young people in the City of London. A member of the public raised concerns that parents and carers were not always aware of the potential risks when hiring nannies and au pairs. When this area was researched, there appeared to be limited information for parents and carers on recruiting nannies and au pairs safely. This is now being redressed by information made available through the Family and Young People's Information Service.

Conclusion

7. Due to the decreased number of referrals and the lack of clarity in relation to thresholds, there is evidence that although professionals are aware of the role of the DO, they have a limited understanding of when to make a referral or the process involved. This has highlighted the need for more in-depth training on the thresholds and remits of professionals responsible for making referrals, to ensure that they understand the potential risks involved. This will hopefully give professionals the confidence to know when and how to make referrals to the DO.
8. In collaboration with the Metropolitan police, Hackney DO and the City of London police, a training package has been developed to support the in-depth training required. As part of this training, professionals will use anonymised case scenarios, which have been collated through the DO London network. These scenarios will support an understanding of the range of cases being dealt with by the DO and the potential outcomes.
9. The DO will deliver this training, which will be in addition to that offered by the City and Hackney Safeguarding Children's Board. Success will be measured through the number of referrals and contacts being made and whether or not they meet the threshold for a professional allegation.

Appendices

- Appendix 1 – City of London Designated Officer (DO) Annual Report 2016-17

Pat Dixon

Safeguarding and Quality Assurance Service Manager

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City of London Designated Officer (DO) Annual Report 2016- 17

1. Introduction

This report to City and Hackney Safeguarding Children Board provides an overview of the work undertaken by the City of London's Designated Officer (DO) between April 2016 and March 2017. This role was previously known as the Local Authority Designated Officer (LADO), but has now been changed to Designated Officer. The report will review the impact of the continued raising awareness campaign of the DO role, identifying key priorities for 2017/2018 based on data analysis and audit findings completed with commissioned services.

2. Designated Officer role

The responsibilities of the DO are set out in "Working Together" to safeguard children, March 2015 and the London Child Protection Procedures 5th edition, updated 2016, Chapter 7. All allegations made against staff (including volunteers) that call into question their suitability to work with or be in a position of trust with children, whether made about events in their private or professional life, need to be formally reported to the DO.

In the City of London the DO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly into the Assistant Director People. Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the DO in the City of London. In 2016 the City of London was subject to the Ofsted "Single Inspection Framework" of Local Authorities children's services. In this inspection the role of the D.O was described as being effective in raising awareness about professional allegations.

3. Referrals

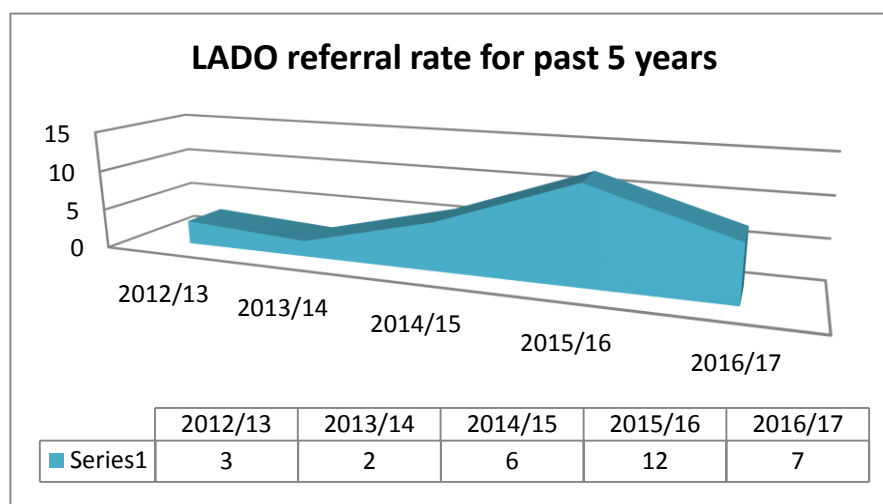
As can be seen in Fig 1 there have been seven referrals made to the DO for 2016/2017, however out of those seven referrals only one met the threshold for the D.O. There does appear to be a discernible reduction in the number of appropriate referrals that meet the threshold for the DO in

comparison to previous years, as can be seen by Fig 2. This in part may be due to a more rigorous application of thresholds, as there appeared to be a lack of clarity between what constituted as a referral to the DO and what was a general safeguarding enquiry.

Although six referrals did not meet the threshold for the DO there was learning identified from one of the referrals, which is leading to improvements in safeguarding for children and young people in the City of London. A member of the public raised concerns that parents and carers were not always vigilant as to the potential risks when hiring Nannies and Au Pairs. When this area was researched there appeared to be limited information for parents and carers on recruiting Nannies and Au Pairs safely. The majority of the information available related to employment rights.

In light of recent allegations relating to the sports field it is concerning that there is such limited information available about safeguarding advice for parents and carers. This is especially pertinent in relation to the recruitment and employment of Nannies and Au Pairs, as they are often resident in the family home and have considerable unmonitored contact with children. The lack of regulation in this area compared to registered child-minders demonstrates the gap in safeguarding; going forward for 2017 to 2018 the City of London will be providing some information and guidance for parents and carers in this area.

Fig 1



A key priority for 2015 to 2016 was to raise the profile of the LADO role across the City of London Corporation, and with partner agencies, from the statutory and voluntary sectors. As can be seen in Fig 1 this strategy considerably improved the numbers of referrals being made in 2015 to 2016, although it has not been sustained through 2016 to 2017.

Fig 2

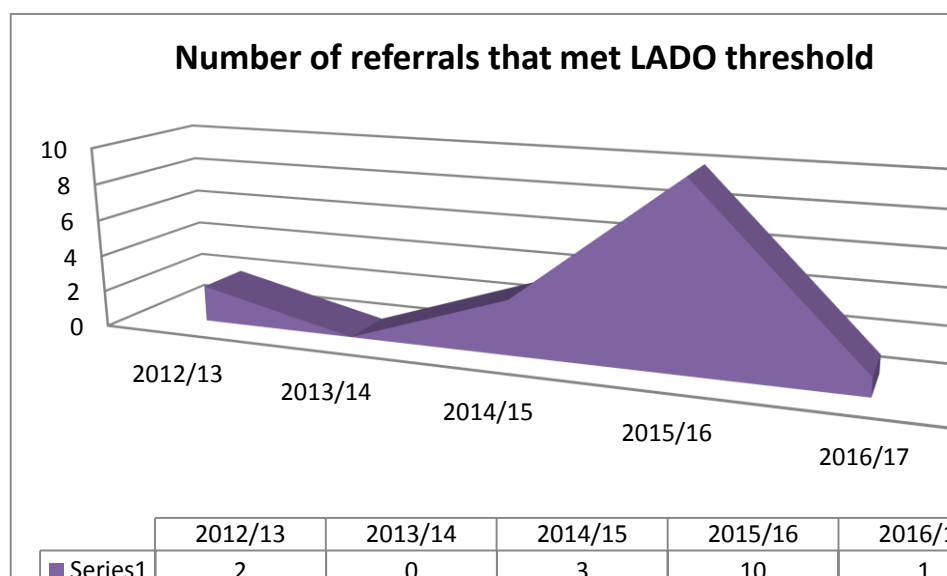
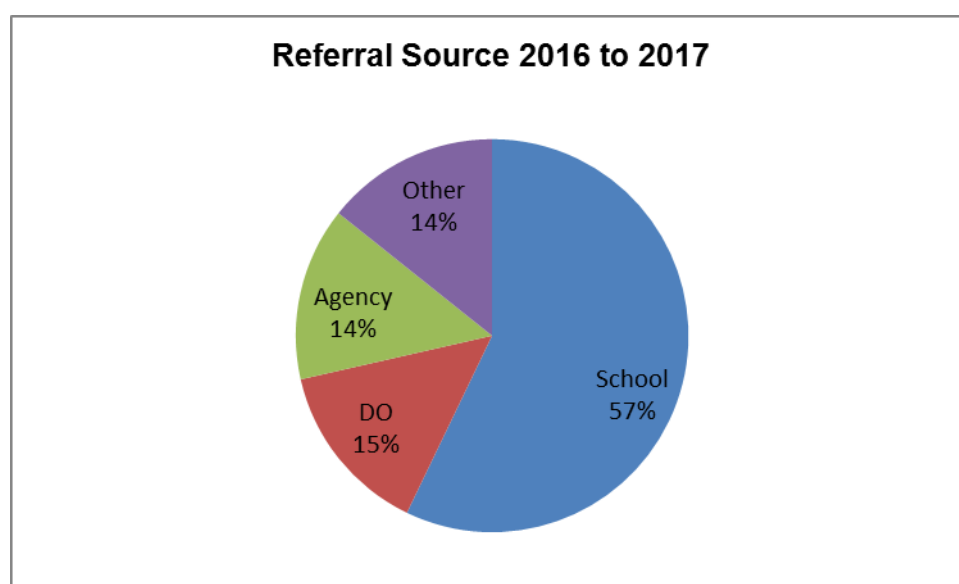


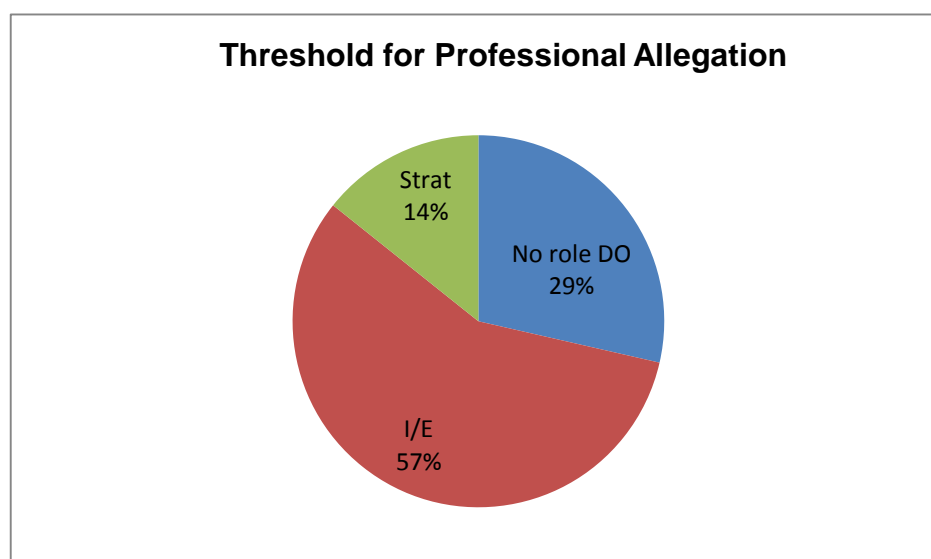
Fig 3 shows the referrals source for 2016 to 2017, there were four referrals from Schools, one from an agency who provided teaching staff, one from the courts and one from another Local Authorities D.O. As identified in Fig 4 only one referral met the threshold for professional allegation and that was from a Teaching Agency. Two referrals were not progressed as they did not meet the threshold for the D.O, four did have an Initial Evaluation meeting however they did not meet the threshold for the D.O and were dealt with by the organisation's internal HR procedures.

Fig 3



Audits completed on commissioned services identified that although frontline staff were aware of the role of the D.O they appeared less clear around the threshold and process of dealing with professional allegations. Therefore more in-depth training will be offered around thresholds and the process involved, looking at the potential outcomes, to give professionals the confidence to know when to refer. This training tool is currently being developed in conjunction with the City of London Police, Metropolitan Police and Hackney's D.O.

Fig 4



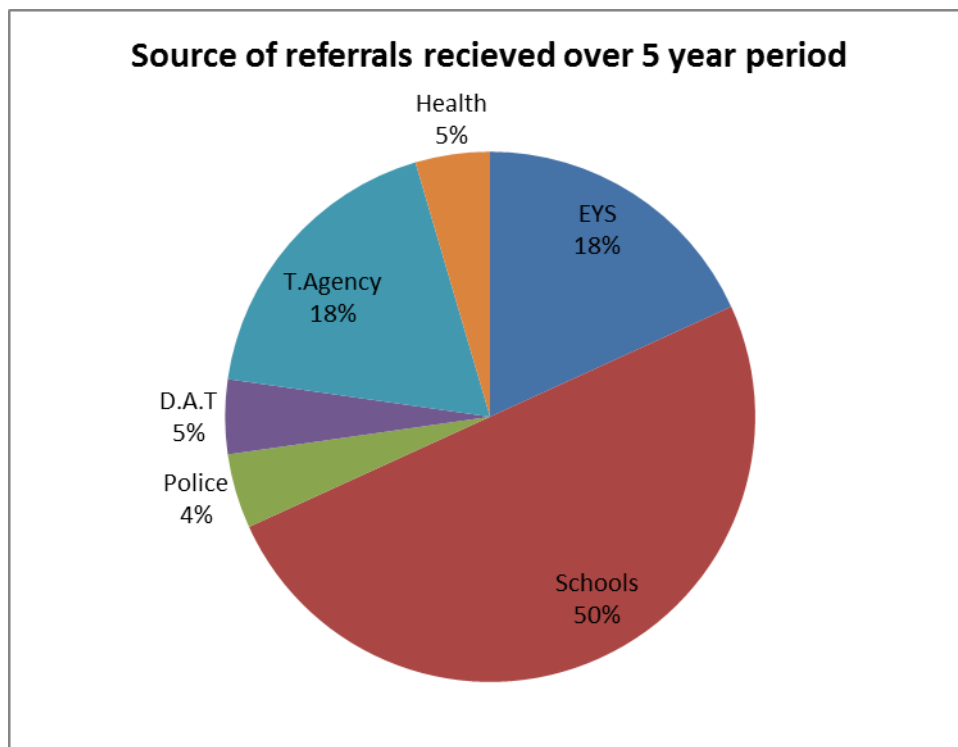
The “Single Inspection Framework” Ofsted inspection in 2016 identified that the work carried out in relation to professional allegations in the City of London showed “commitment to good practice”. This was further identified within the peer audits completed by the Hackney’s D.O, whereby the audits found the City of London were adhering to thresholds and decision making was based on research based analysis. The only recommendation to come from the audits was around recording the information on the electronic recording system, Frameworki. The City of London is in the process of changing the current system; once this is complete this will be progressed.

When looking at the referral sources over the past five years it is evident that we are continuing to receive low numbers of referrals from some organisations, and in some instances there have been no referrals, such as the voluntary sector. Fig 5 shows the referrals source over the past five years, the data below shows how this equates in numbers;

- There have been four referrals from Early Years Settings – There are currently 9 Nurseries and Pre- School settings in the City of London.
- There have been 11 referrals from Schools – There is one maintained School and four Independent Schools in the City of London.
- There has been one referral from the City of London Police.

- There has been one referral from the Drug and Alcohol Team, which related to a professional in another service.
- There have been four referrals from a Teaching Agency based in the City of London; this followed the introduction of a new manager and safer recruitment training for staff.
- There has been one referral from Health.

Fig 5



As previously identified in earlier LADO reports the number of referrals received from agencies in the City of London is proportionally lower than its statistical neighbours. There has been an ongoing awareness campaign around the role of the D.O and this initially precipitated an increase in referrals; however this does not appears to have been sustained. The contact details of the D.O have now been put on the City of London web site and this has generated referrals from the public, but the majority of these referrals relate to other Local Authorities in London.

4. Raising Awareness

Members in the City of London have continued to support the role of the DO by raising awareness around the role through the various committees. In 2016/2017 the annual DO report completed for 2015/2016 went to the following committees, from September 2016 through to January 2017;

Safeguarding Sub (Community & Children's Services) Committee
Community & Children's Services Committee
Establishment Committee
Culture, Heritage and Libraries Committee
Barbican Residential Committee
Board of Governors of the City of London Freeman's School
Board of Governors of the City of London School
Board of Governors of the City of London School for Girls
Board of Governors of the Guildhall School of Music and Drama
Chief Officers Group

There have been awareness sessions around the role of DO throughout 2016/2017 as part of a staff induction programme.

5. Emerging themes

Due to the low number of referrals it is difficult to discern emerging themes; however given that there has been only one referral out of seven that has met the threshold for a professional allegation it is likely that agencies are not clear on the threshold for referring. Often the situations that were referred were related to complex Human Resource issues, rather than meeting the threshold for a professional allegation.

As identified earlier within this report the D.O for the City of London is also the Safeguarding and Quality Assurance Service Manager. As part of this broader role general safeguarding advice is offered to partners around their safeguarding duties, policies and procedures, as well as individual case advice on potential referrals to Children's Social Care within the City of London and in other Boroughs. This dual role may in part be a factor in the confusion around the role of the DO, as it may be difficult to discern the difference between general safeguarding advice and advice relating to professional allegations.

6. Multi-agency working

During 2016/2017 there were raising awareness sessions with partners through the Staff Induction programme and multi-agency forums, such as the City of London's Executive Safeguarding Children Board and the Education Forum. As previously identified within this report there will be more in-depth training for 2017 to 2018 on professional allegations. This training will focus on the thresholds for the D.O and the updated Pan London Child Protection Procedure on professional allegations. Scenarios

will be used to give people the opportunity to see the various types of referrals and potential outcomes following the investigation. It is envisaged that this will give professionals an understanding of the thresholds and more confidence in knowing when to refer. Multi-agency safeguarding training is also available for partner agencies through the City and Hackney Safeguarding Children Board.

Links have been made with the City of London Police, Professional Standards Department, this has enabled a better understanding of their role and the interface between Professionals Standards and the D.O. It was agreed that it would be advantageous to maintain contact to ensure there was good information sharing.

7. Links in London and nationally

The City of London D.O is a member of the pan-London designated officer group, which meets on a quarterly basis. This is a sub-group of the London Safeguarding Children Board. The City of London DO is also a member of the City and Hackney Safeguarding Children's Board and is a member of the Quality Assurance Sub Group, Training and Development Sub group and City of London's Executive Safeguarding Children Board.

8. Police Notifications – Notifiable Occupational Scheme (NOS)

Between April 2016 and March 2017 there have been no direct notifications from the Police. The City of London, Public Protection Unit (PPU) has identified that there have been no professional allegations for the City of London in 2016 to 2017 that would have met the threshold for a professional allegation. PPU are involved in developing a joint training tool with City and Hackney D.O's and the Metropolitan Police.

Pat Dixon,
Designated Officer, (LADO)
Safeguarding and Quality Assurance Service Manager

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN IN

Date: April 2016 -March 2017

1. Total number of referrals to the Designated Officer			
Local Authority	City of London	Number of referrals regarding allegations and matters of concern	1
2. Number of referrals from each or organisation			
Agency		Number	
1.Social Care		0	
2.Health-hospital staff		0	
3.Health-community		0	
4.Education		0	
5.Early Years-Child-minder		0	
6.Early Years-Nursery Staff		0	
7. Foster Carer-IFA with other LA children or other LA in house carers living in City.		0	
8.Police		0	
9.Probation		0	
10.CAFCASS		0	
11.Voluntary Organisations Include sports clubs, scouts, brownies, dance clubs and charitable organisations		0	
12.Faith Groups		0	
13.Immigration/Asylum Support services		0	
14.Transport Transport provided to services through a contract		0	
15.Care Agency – Education Employment agency		One referral	
16.Other Dept. in City of London		0	
17 Other – Anon Youth Services		0	
18. Leisure Services		0	
19.Adult Services		0	
20.Housing Associations/ Providers		0	

3. Who made the Referral	
	Number
1.Social Care	0
2.Health-hospital staff	0
3.Health-community	0
4.Education	0
5.Early Years-Child-minder	
6.Early Years-Nursery Staff	2
7.Foster Carer-IFA with City of London children	0
8.Police	0
9.Probation	0
10.CAFCASS	0
11.Voluntary Organisations Include sports clubs, scouts, brownies, dance clubs and charitable organisations	0
12.Immigration/Asylum Support services	0
13.Transport Transport provided to services through a contract	0
14.Care Agency- Education Employment Agency	One referral
15.Other Dept.'s City of London	0
16. Other	0
17.Leisure Services	0
18.Adult Services	0
19.Housing Associations/Housing Providers.	0

Number of referrals about an adult within specific employment/volunteer sector which reached a multi-agency strategy discussion and/or meeting and primary reason(s) for referral.						
Employer	Physical <i>state whether concern arose from authorised physical intervention restraint or arrest</i>		Emotional	Sexual	Neglect	Behaviour which called into question person's suitability
	Yes	No				
Social Care						
Health-hospital staff						
Health-community						
Education-teaching staff				3 allegations from 1 referral source, involving one case		4 th Allegation in relation to the one referral
Education-non teaching staff						
Early Years-child-minders						
Early Years-nursery staff						
Foster Carers-IFA with City children						
Police						
Probation						
CAFCASS						
Voluntary Organisations						
Faith Groups						
Armed Forces						
Immigration/Asylum Support Services						
Care Agencies						
Transport						
Other						
Leisure Services						
Adult Services						
Housing Associations/Provider						

4. Number of referred cases that resulted in: <i>please note there could be more than one outcome</i>						
Being Substantiated	1 allegation involving behaviour					
Being Unsubstantiated	3 Allegations in regard to sexual abuse					
Being Unfounded						
CSM held						
Met the threshold for LADO input but not for a Complex strategy meeting						
Criminal investigation/joint work with CAIT						
Criminal prosecution						
Caution						
Conviction						
Acquittal						
Initial inquires by employers						
Disciplinary investigation						
Disciplinary meeting/hearing						
Suspension						
Dismissal						
Cessation of use						
Deregistration						
Training needs identified for member of staff or the agency.						
Risk Assessment completed by Employer						
Referral to DBS						
Referral to regulatory body e.g. GMC /Ofsted etc...						
5. At the point of conclusion, the number of cases that were resolved within the following timeframes						
1 month						
3 months	1- Delay due to complexity of the case which involved numerous agencies/LA					
6 months						

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