



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

Date: MONDAY, 23 NOVEMBER 2015
Time: 11.00 am
Venue: CITY OF LONDON FREEMEN'S SCHOOL, ASHTEAD PARK, SURREY,
KT21 1ET

Members:

Stuart Fraser (Chairman)	Andrew McMillan
Roger Chadwick (Deputy Chairman)	Hugh Morris
Deputy John Bennett	Graham Packham
Michael Bramwell	Adam Richardson
Nicholas Goddard	Alderman Matthew Richardson
Alderman Timothy Hailes	Elizabeth Rogula
Deputy Brian Harris	Ian Seaton (Ex-Officio Member)
Ann Holmes	Sir Michael Snyder (Ex-Officio Member)
Michael Hudson	Councillor Chris Townsend
Vivienne Littlechild	Philip Woodhouse
Sir Clive Martin	Gillian Yarrow

Enquiries: Natasha Dogra
tel. no.: 020 7332 1434
natasha.dogra@cityoflondon.gov.uk

Lunch will be served 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 5 October 2015.

For Decision
(Pages 1 - 6)
4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS OF THE BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**
Report of the Town Clerk.

For Decision
(Pages 7 - 8)
5. **LOCAL AUTHORITIES DESIGNATED OFFICER ANNUAL REPORT**
Report of the Director of Community and Children's Services.

For Information
(Pages 9 - 26)
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.

Part 2 - Non-Public Agenda

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 5 October 2015.

For Decision
(Pages 27 - 30)

10. **REPORT OF HEADMASTER**
Report of the Headmaster, City of London Freemen's School.

For Information
(Pages 31 - 60)
11. **REPORT OF THE HEAD OF JUNIOR SCHOOL**
Report of the Head of Junior School, City of London Freemen's School.

For Information
(Pages 61 - 64)
12. **BURSAR'S REPORT**
Report of the Bursar.

For Information
(Pages 65 - 68)
13. **ISQ BUSINESS REVIEW AND STAFFING SUPPORT, CITY OF LONDON FREEMEN'S SCHOOL.**
Report of the Headmaster, City of London Freemen's School.

For Decision
(Pages 69 - 72)
14. **MASTER-PLAN UPDATE**
Verbal report of the City Surveyor.

For Information
15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

This page is intentionally left blank

Agenda Item 3

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL Monday, 5 October 2015

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at City of London Freeman's School, Ashted Park, Surrey, KT21 1ET on Monday, 5 October 2015 at 11.00 am

Present

Members:

Roger Chadwick (Deputy Chairman)
Stuart Fraser (Chairman)
Deputy John Bennett
Nicholas Goddard
Alderman Timothy Hailes
Deputy Brian Harris
Ann Holmes

Michael Hudson
Vivienne Littlechild
Sir Clive Martin
Andrew McMillan
Elizabeth Rogula
Councillor Chris Townsend
Philip Woodhouse

Officers:

Peter Lisley
Jacqui Daniels
David MackIntosh

Steve Telling
Huw Rhys Lewis
Mark Lowman
Roland Martin

Matt Robinson

Andrew McCleave

Sue Williams

Evelyn Guest

- Assistant Town Clerk
- Town Clerk's Department
- Manager, Community Safety Team, Town Clerk's Department
- Chamberlain's Department
- City Surveyor's Department
- City Surveyor's Department
- Headmaster, City of London Freeman's School
- Head of the Junior School, City of London Freeman's School
- Deputy Head, Academic, City of London Freeman's School
- Bursar, City of London Freeman's School
- City of London Freeman's School

1. APOLOGIES

Apologies for absence were received from Michael Bramwell, Hugh Morris, Graham Packham, Adam Richardson, Ian Seaton and Gillian Yarrow.

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

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

3. **MINUTES**

The public minutes and summary of the last meeting held on 27 April 2015 were approved as a correct record.

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

The Governors received the draft minutes of the Finance, General Purposes and Estates Sub Committee meeting held on 4 June 2015. It was noted that Andrew McCleave was present at the meeting.

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

The Governors received the draft minutes of the Academic and Education Sub Committee meeting held on 4 June 2015. It was noted that Andrew McCleave was present at the meeting.

6. **MINUTES OF THE BURSARY COMMITTEE**

The Governors received the draft minutes of the Bursary Committee meeting held on 9 July 2015.

7. **COUNTER-TERRORISM AND SECURITY ACT 2015**

The Board received a report of the Remembrancer regarding the Counter Terrorism and Security Act 2015.

The Manager of the Community Safety Team of the Town Clerk's Department referred to the 'Prevent duty' which the legislation imposes and encourage Governors to look at the useful on-line Department for Education guidance and added that the City of London Police had offered to provide teaching staff at the School with training on this matter. The Headmaster welcomed this offer and undertook to liaise to make the necessary arrangements. It was also suggested that the usual cross Board training for Governors of the City's Independent Schools be provided on the 'Prevent Duty' subject after the January meeting of this Board at Guildhall.

In answer to Governor's questions it was indicated that no risks had been identified at the moment and the Manager of the Community Safety Team confirmed that all the Governors possessed equal responsibilities in this matter.

RESOLVED – That:-

- 1) the report and the duties placed upon the Board, as described in paragraphs 2 and 3 of the report, be noted; and
- 2) if possible, the Governors be given training on the subject alongside the Governors of the other City's Independent Schools after the January 2016 meeting of this Board.

8. **REVENUE OUTTURN 2014/15**

The Board received a joint report of the Chamberlain and Headmaster, setting out the revenue outturn position for 2014/15. Governors were pleased to note a better than budget position which had been mainly due to reductions in premises related expenses, partly offset by an increase in supplies and

services expenditure as a result of the purchase of additional music equipment in connection with the opening of the new Music School.

Governors discussed the details of the report and reviewed the Policy and Resources Committee's guideline from 2002 that the School's General Reserve balance should not exceed 5% of the original estimate of fee income. It was agreed that the figure currently remains valid but it was noted that it is open to the Board to review and amend the level of the general reserve if it considers this to be appropriate.

In answer to a Governor's query the Bursar, in consultation with the Chamberlain and Comptroller as appropriate, agreed to consolidate the number of Designated Funds associated with the School.

RESOLVED - That the revenue outturn report for 2014/15 be noted.

9. **CHARITIES ADMINISTERED IN CONNECTION WITH (ICW) THE CITY OF LONDON FREEMEN'S SCHOOL - 2014/15 - REPORT AND FINANCIAL STATEMENTS**

The Board considered a report of the Chamberlain, which provided Governors with the 2014/15 Report and Financial Statements for the Charities Administered in Connection with (ICW) the City of London Freeman's School (Charity No 312120). Governors were advised that the cash balance was relatively large compared to expenditure levels in recent years and asked whether part of the cash should be invested into the City of London Charities Pool. An investment of £10,000 was initially suggested but Governors considered that, given the level of cash relative to annual expenditure, an investment of £15,000 should still leave sufficient cash to meet ongoing expenditure requirements.

RESOLVED - That:

- 1) the report be noted; and
- 2) £15,000 be invested into the City of London Charities Pool.

10. **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND - 2014/15 REPORT AND FINANCIAL STATEMENTS**

The Board considered a report of the Chamberlain, which provided Governors with the 2014/15 Report and Financial Statements for the City of London Freeman's School Bursary Fund (Charity No 284769). Governors were advised that the cash balance was relatively large compared to expenditure levels in recent years and asked whether part of the cash should be invested into the City of London Charities Pool. An investment of £25,000 was initially suggested but Governors considered that, given the level of cash relative to annual expenditure, an investment of £50,000 should still leave sufficient cash to meet ongoing expenditure requirements. Governors discussed ways to encourage the take up of Bursaries.

RESOLVED - That:

- 1) the report be noted; and
- 2) £50,000 be invested into the City of London Charities Pool.

11. **ACTION TAKEN UNDER URGENCY PROCEDURES**

In accordance with Standing Order 41(a), the Town Clerk submitted a report advising Governors of an urgent decision he had taken, in consultation with the Chairman and Deputy Chairman, since the Board's last meeting appointing Nick Goddard as a new co-opted Governor.

RECEIVED.

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

Governors asked questions on the following subjects:-

1) **Pupil Induction Process** Governors were reminded that the Academic and Education Sub Committee had reviewed the Induction Procedures for new pupils.

2) **Public Attendance at the meetings of the Board** The Town Clerk confirmed that some time ago the Court had decided that Members of the public, including parents of students at the School were able to observe public meetings of the Board. He added that this matter was currently being reviewed by the Town Clerk's Department and Governors would be advised should any change be recommended.

Governors suggested that the Education Board and the Policy and Resources Committee be involved in any decision on this matter.

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

There were no urgent items.

14. **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 Section 12A of the Local Government Act as follows:-

Items	Exemption Paragraphs
15-23	3

15. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting, held on 27 April 2015, were considered and approved as a correct record.

Matters Arising

Members discussed the replacement of the **Swimming Pool**.

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

The Board received the draft minutes of the non-public minutes of the Finance, General Purposes and Estates Sub Committee of 4 June 2015.

17. **MINUTES OF THE EDUCATION AND ACADEMIC SUB COMMITTEE**
The Board received the draft minutes of the non-public minutes of the Education and Academic Sub Committee of 4 June 2015.
18. **MINUTES OF THE BURSARY COMMITTEE**
The Board received the draft minutes of the Bursary Committee of 9 July 2015.
19. **HEADMASTER'S REPORT**
The Board received a report of the Headmaster of the City of London Freemen's School relative to various School matters including the School Roll, Public Examination results, inspection response, safeguarding policy, staffing matters and the Freemen's Association and the Old Freemen's Association.
20. **HEAD OF THE JUNIOR SCHOOL REPORT**
The Board received a report of the Head of the Junior School providing Governors with an overview of events in the Junior School since the last Board meeting.
21. **BURSAR'S REPORT**
The Board received a report of the Bursar regarding various issues including the Master-plan, arrears of fees, HR matters, development, catering and marketing events.
22. **SCHOLARSHIPS AND BURSARIES**
The Board received a report of the Headmaster providing a response to the Service Based Review in connection with Scholarships and Bursaries.
23. **OUTREACH**
The Board received a report of the Headmaster providing information on the School's outreach.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
There were three questions one concerning a recent School Trip to India, another concerning the dates of Sub Committee meetings and the last suggesting the setting up of a Governors 'Away Day'.
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent non public items.

The meeting ended at 1.00 pm

Chairman

Contact Officer: Jacqui Daniels
tel. no.: 020 7332 1480
jacqui.daniels@cityoflondon.gov.uk

This page is intentionally left blank

Agenda Item 4

Committee	Date:
Board of Governors of the City of London Freemen's School	23 November 2015
Subject: Terms of Reference and Frequency of Meetings of the Board of Governors of the City of London Freemen's School	Public
Report of: Town Clerk	For Decision

Main Report

As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

The terms of reference of the Board of Governors of the City of London Freemen's School are attached as an appendix to this report for your consideration.

The Board is currently scheduled to meet five times each year.

Recommendation(s)

That, subject to any comments, the terms of reference of the Board be approved for submission to the Court as set out in the appendix.

The Board are also asked to consider the frequency of their meetings going forward.

Appendices

- Appendix 1 – Terms of Reference of the Board of Governors of the City of London Freemen's School

Philippa Sewell

Committee and Members' Services Officer
Town Clerk's Department

T: 020 7332 1426

E: philippa.sewell@cityoflondon.gov.uk

BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL

1. **Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with relevant experience of education

The Chairman of the Board shall be elected from the City Corporation Members.

2. **Quorum**

The quorum consists of any five Common Council Governors.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. **Membership 2015/16**

ALDERMEN

- 1 Timothy Hailes J.P.
- 1 Matthew Richardson

COMMONERS

- 4 (4) Stuart John Fraser, C.B.E.
- 3 (3) Graham David Packham, *for three years*
- 2 (2) Adam Fox McCloud Richardson, *for two years*
- 12 (3) Roger Arthur Holden Chadwick
- 7 (3) Vivienne Littlechild, J.P.
- 3 (3) Hugh Fenton Morris
- 10 (2) Brian Nicholas Harris
- 7 (2) Elizabeth Rogula
- 3 (2) Philip John Woodhouse
- 11 (1) John Alfred Bennett, Deputy
- 7 (1) Michael Hudson
- 1 (1) Ann Holmes

together with :-

Mr F. M. Bramwell
Sir Clive Martin O.B.E., T.D., D.L.
Mr A. McMillan
Mr D. Mobsby M.B.E.
Mr C. Townsend
Mrs G. Yarrow

Together with the ex-officio Members referred to in paragraph 1 above

4. **Terms of Reference**

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

Committee(s):	Date(s):
Safeguarding Sub Committee	25 September 2015
Board of Governors for the City of London School for Girls	22 October 2015
Establishment Committee	28 October 2015
Chief Officers Group	4 November 2015
Board of Governors for the Guildhall School for Music and Drama	16 November 2015
Board of Governors for the City of London Freeman's School	23 November 2015
Culture, Heritage and Libraries Committee	25 November 2015
Board of Governors for the City of London School	2 December 2015
Barbican Centre Board	9 December 2015
Subject: Local Authorities Designated Officer Annual Report	Public
Report of: Director of Community and Children's Services	For Information

Summary

This report will give Members information about the Local Authorities Designated Officer (LADO) activity for the period of April 2014 to March 2015, which is contained in the annual report for the City and Hackney Safeguarding Children's Board. During this period there have been a total of five LADO referrals from various sources, which is lower than the City of London's statistical neighbours.

Members will be advised of the activity that has taken place to raise the profile of this role and the recommendations for 2015/2016 in relation to multi agency training. Outlining the progress that has already been made with these recommendations and how this has increased the number of referrals for this period from five the previous year to six, within a five month timeframe.

Recommendation(s)

Members are asked to: Note the Report

Main Report

Background

1. Local Authorities Designated Officer (LADO) Role

The responsibilities of the LADO are set out in the statutory guidance, Working Together to Safeguard Children (2015) and the London Child Protection Procedures (5th ed. 2015, Chapter 17). 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 LADO.

In the City of London the LADO 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 LADO in the City of London.

The LADO would become involved when a professional or volunteer;

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Current Position

2. LADO Activity for April 2014 to March 2015

There have been concerns raised by the City and Hackney Safeguarding Children's Board about the low number of referrals to the LADO, which has been scrutinised within the quality assurance sub group of the board. In total there have been five referrals during the period of 2014 to 2015. Two were historical allegations, with one relating to a historical allegation against a teacher currently working in the City, which was unsubstantiated. The other relating to an incident that occurred in the late 50's and early 60's, which was investigated by the City of London Police.

Due to the number of referrals it is difficult to discern any particular themes, but there has been an increase in the number of historical allegations, which reflects a wider national picture. Despite efforts to raise awareness around the LADO role there continues to be a low referral rate of professional allegations from school's nurseries, voluntary agencies and commissioned services in the City of London.

For 2014 to 2015 the key priorities have been to raise the profile of the LADO role with staff across the City of London Corporation and with external partners. This has been achieved by;

- working closely with agencies around their safeguarding responsibilities.
- offering advice and support around individual case concerns.
- assisting agencies with the referral process to the LADO.
- providing support and guidance to maintained and independent schools in the City through the Education Forum in regard to the referral process and criteria re professional allegations.
- raising awareness with partner agencies who attend the Children's Executive Board.

- introducing a Corporate Safeguarding Policy for Children and Adults in January 2014 which clearly sets out the guidance for professionals allegations.
- working with safeguarding champions across the City of London Corporation as to the role of the LADO.
- explaining the role of the LADO in briefing within the wider safeguarding campaign, “Notice the Signs”.

The priorities for 2015 to 2016 will be to continue raising awareness; this will be achieved by;

- Ensuring that all professionals who work with children, from the statutory, voluntary and independent sectors, are engaged and understand the LADO process. Training events will also be held.
- A Safeguarding Conference was to be arranged in the City; this has now taken place and has been well attended by partner agencies.
- Quality assurance of in-house and independent safeguarding training will be taken to ensure that it is to an appropriate standard.
- There will be a review of how agencies ensure that parents feel confident and able to raise safeguarding concerns about professionals.
- A peer review of City of London LADO cases will be completed by another local authority.

Conclusion

3. It has been concerning that there have been a low number of LADO referrals in the City of London, despite efforts to increase awareness. One of the recommendations from the annual LADO report was to increase awareness around professional allegations by delivering multi-agency training. Training sessions were commenced in August 2015 and further training is planned for October 2015 and February 2016.

Since April 2015 there has been a significant increase in the number of LADO referrals. For 2014 to 2015 there were a total of five referrals for the whole year and since April of this year there have been six. It is not clear at this stage whether the increase in the number of referrals is due to professionals having increased awareness, however this will be reviewed and the findings will be incorporated in the annual report for 2015 to 2016. Guidance on Local Authorities Designated Officer role is now on the City and Hackney Safeguarding Children’s Board web site.

Appendices

Local Authorities Designated Officers Annual Report for 2014 /2015

Background Papers

Working Together to Safeguard Children (2015)

[https://www.gov.uk/.../Working_Together_to_Safeguard_Children.](https://www.gov.uk/.../Working_Together_to_Safeguard_Children)

London Child Protection Procedures 5th edition, 2015, Chapter 17

www.londonscb.gov.uk/procedures/
City of London Local Authorities Designated Officer Guidance
www.chscb.org.uk

Pat Dixon
Safeguarding and Quality Assurance Service Manager, DCCS

T: 020 7332 1215

E: pat.dixon@cityoflondon.gov.uk



City of London Local Authority Designated Officer (LADO) Annual Report 2014 - 15

1. Introduction

This report to City and Hackney Safeguarding Children Board provides an overview of the work of the Local Authority Designated Officer (LADO) in the City of London between April 2014 and March 2015. The report will review the progress that has been made to raise awareness around the safeguarding role during the year, as part of a wider safeguarding campaign. Identifying what action has been taken and the referral figures and outcomes.

2. LADO role

The responsibilities of the LADO are set out in “Working Together” to safeguard children, March 2015 and the London Child Protection Procedures 5th edition, 2015, Chapter 17. 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 LADO.

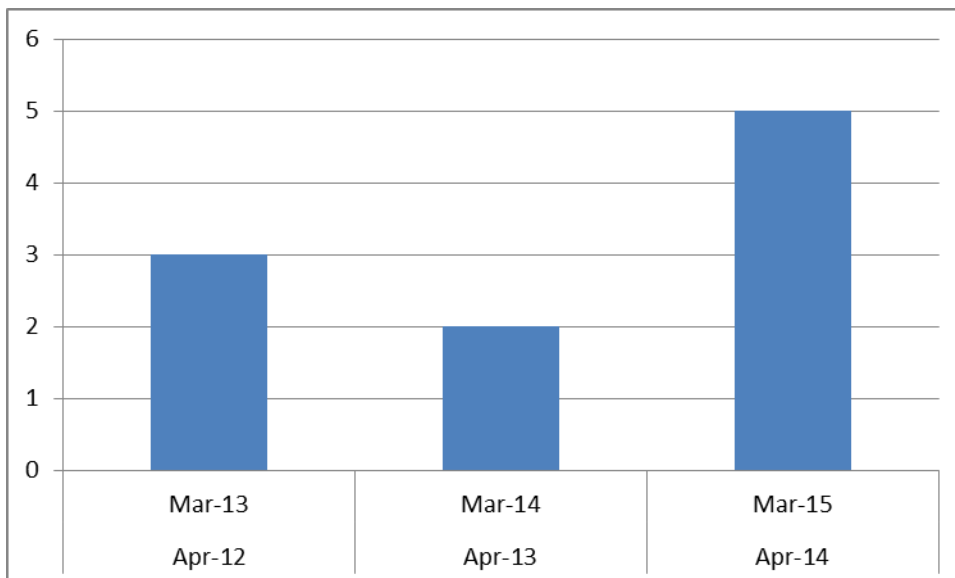
In the City of London the LADO work is carried out by the Safeguarding and Quality Assurance Service Manager who reports directly into the Assistant Director People. Guidance and training on professional allegations is available through the City and Hackney Safeguarding Children Board website and agencies have access to consult with the LADO in the City of London.

3. Referrals

Since the Safeguarding and Looked After Children Ofsted Inspection in March 2012 there have been concerns raised around the low level of referrals to the LADO. Fig 1 shows the number of referrals received for each year since 2012. In Fig 2 there appears to be an increase in referrals for 2014 to 2015, two were historical allegations, with one of the historical allegations referring to a teacher at the school. One was a LADO referral

from the Substance Misuse Partnership and two were contacts from other Local Authorities.

Fig 1 Referrals from 2012 to 2015



Significant efforts have been made to raise awareness of the LADO role since March 2012. Following the Ofsted inspection the LADO has visited nurseries, schools and youth service providers, speaking with agencies about the role of the LADO and the pathways for making referrals. There is still further work required in working with voluntary agencies, police and probation to ensure that all we engage with all agencies in the City.

City of London has one maintained primary school and five Independent Schools. Out of the five schools, two are secondary, one is a specialist music and drama school, catering for children from 8 to 18 years and two are preparatory schools, the majority of children attending these schools come from other borough's. There has also been an independent review of safeguarding in the schools that come under the governance of the City of London, which consists of four in the City and one based in Surrey. This was completed in 2013 and recommendations around safeguarding training were acted on by the school, which was evidenced by a follow up review in 2014.

There are also six private nurseries and one children's centre, which is attached to the maintained primary school. These settings have also been visited as part of the raising awareness of the LADO role. Safeguarding training has also been offered to these settings and has taken place at the weekend to maximise attendance, this training was well attended across the nursery settings. Recently there has been a safeguarding awareness campaign called "Notice the Signs", 477 City of London employees and external agency staff were spoken to during this campaign about the role of the LADO. A key message of these briefing's taking place was to raise

awareness around the corporate safeguarding policy, which outlined professionals responsibilities in regard to professional allegations.

Fig 2 Referral Sources for LADO referrals 2014 to 2015

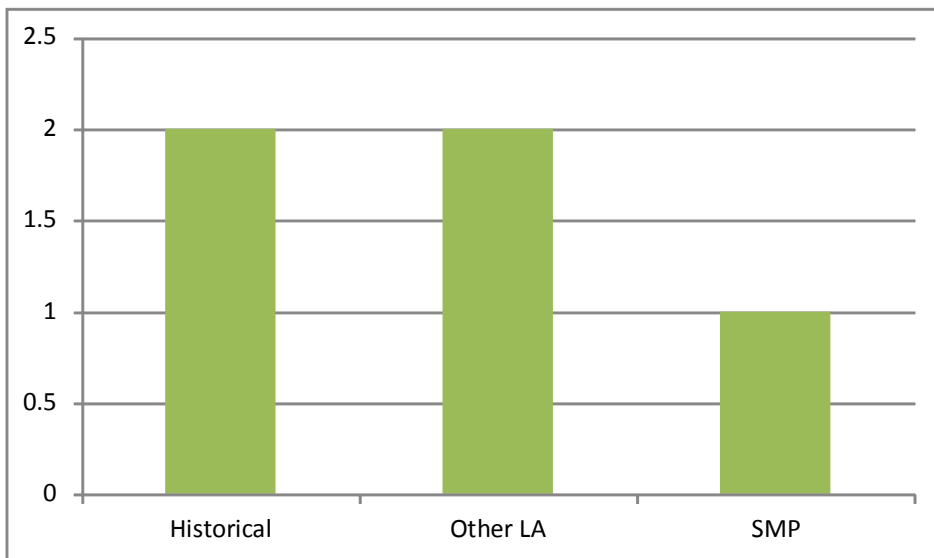
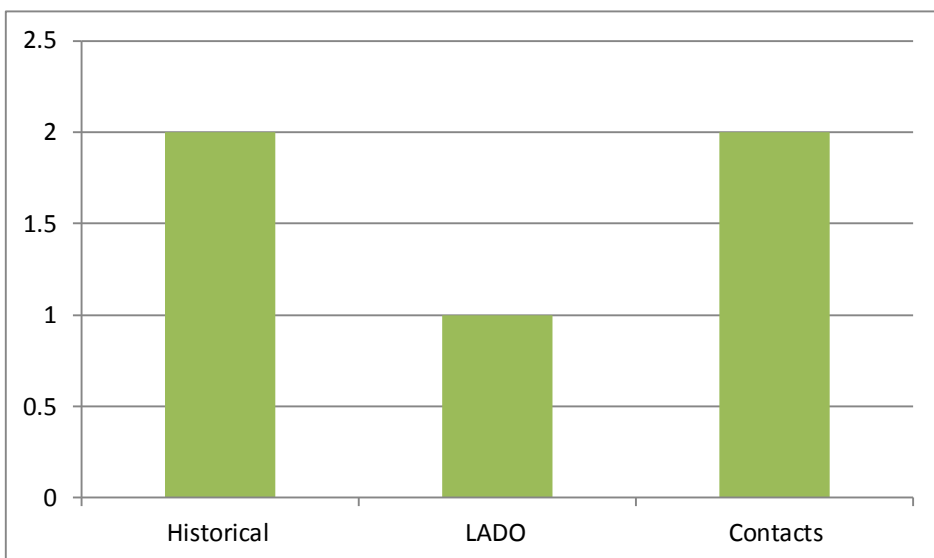


Fig 3 Referral type



This report identifies that there has been, and continues to be a sustained effort to raise awareness around the LADO role and professional allegations. When looking at the low referral rate from the Police and

Probation Service it is comparable with other local authorities for the year 2013 to 2014.

Hackney	- 0 from Probation Services	- 1 from the Police
Camden	- 0 from the Probation Services	- 4 from the Police
Enfield	- 0 from the Probation Services	- 0 from the Police
Haringey	- 0 from the Probation Services	- 0 from Police

As for health, the City and Hackney Safeguarding Children's Board is requesting information from health providers as to the low referrals rate from health visitors and this is currently being progressed.

4. Emerging themes

Due to the number of referrals it is difficult to discern any particular themes, but there has been an increase in the number of historical allegation, which reflects a wider national picture. As previously identified despite efforts to raise awareness around the LADO role there continues to be a low referral rate of professional allegations from school's nurseries, voluntary agencies and commissioned services in the City of London.

When analysing our data in comparison to other Local Authorities the City does have a low referral rate in relation to the numbers of referrals per percentage of educational establishments. When compared to other Local Authorities the City has two referrals less than the lowest cohort and approximately six referrals less than the highest.

A thematic review of the LADO referrals received has shown that parents have sometimes been reluctant to raise concerns around problems with staff. This has been due to their concerns that it may have implications on their child's place at the establishment. This is especially prevalent at the more prestigious independent establishments, when this has been raised as a factor, assurances have been given to parents.

Further scrutiny of the low referral rate has been undertaken through the s11 auditing process. This audit identified that there was full compliance around the handling of professional allegations by those agencies who completed the audit. However this does not prevent the need for continued scrutiny and training around professional allegations, which will be progressed during 2015/2016.

5. Multi-agency working

The City of London works closely with partners, schools and nurseries, who are represented on the City of London Executive Safeguarding Children's Board and the Education Forum, where safeguarding issues are

discussed. As part of the LADO role support and advice is offered to partners around their safeguarding duties, policies and procedures and individual case advice on potential referrals to social care. Training provided by the City and Hackney Safeguarding Board has been taken up by agencies in the City as can be seen by the information below. The schools have also commissioned in their own safeguarding training. A key area for development for 2015 to 2016 will be to scope and quality assure the training that is taking place within the schools and nurseries.

Data collated from CHSCB on the 26th February 2015 has identified that;

Six attended from the City:

Two members of staff- Guildhall School of Music and Drama
One member of staff – Charterhouse Square School
One Member of staff – St Pauls Cathedral School
Two members of staff- The Prince’s Drawing School

10 October 2014 – five attended

One member of staff – London Islamic School
One member of staff– Outward Housing
One member of staff – Respect
One member of staff – St Pauls Cathedral School
One member of staff – Windsor Fellowship

6 May 2014 - seven attended

Four members of staff – Cass Child & Family Centre
One member of staff – Guildhall School of Music & Drama
Two members of staff – London Islamic School

In January 2014, the Department of Community and Children’s Services developed a corporate-wide safeguarding policy, which aimed to ensure that all areas of the organisation had a clear understanding of the shared legal duties around safeguarding for children at risk of harm. A key area for development for 2015 to 2016 will be to evaluate whether this has had an impact on increasing awareness across the corporation. This will be achieved by ascertaining whether there has been an increase in the number of contacts with the safeguarding champions across the City of London Corporation.

The LADO continues to develop positive working relationships with partner agencies, from the City of London Police, Community Paediatricians, Adult Safeguarding, HR, and Commissioning. The LADO also represents the City on City and Hackney Safeguarding Children Boards, Training and Development Sub Group and Quality Assurance Sub Group.

6. Increasing awareness of the Managing Allegations process

As can be seen by this report there have been initiatives to raise awareness around the role of agencies in managing professional allegations. This has been achieved through face to face meetings with the LADO and through safeguarding briefings, with City of London staff, schools and nurseries. In February/March 2013 the City of London's Town Clerk commissioned an independent review of safeguarding arrangements which was undertaken by an independent consultant. This review involved four of the independent schools who came under the governance of the City of London.

Recommendations from this report identified that one of the School's needed to have a designated Child Protection lead who had received safeguarding training commensurate with the role. Further safeguarding training was also identified for teaching staff and Governors within the organisation. The City of London supported the commissioning of safeguarding training and eLearning modules for staff, which when reviewed in 2014 had been completed. There is also a safeguarding lead who has received training on professional allegations by the City and Hackney Safeguarding Children's Board by employees.

7. Links in London and nationally

The City of London LADO is a member of the pan-London LADO group which meets on a quarterly basis. This is a sub-group of the London Safeguarding Children Board.

8. Police Notifications – Notifiable Occupational Scheme (NOS)

Between April 2014 and March 2015 there was one referral to the LADO, which came through the MARAC forum, relating to a young male who came to police attention for a matter related to an allegation of harm to a child, and his occupation met the criteria under this scheme.

Where the employer can be identified, the information received in the notifications is passed to the employing organisation to address, but the employing organisation is not always clear from the referral, and in these cases no further action can be taken.

It would add to the effectiveness of the Scheme if at the point when the police officer asks for the nature of the employment in order to assess whether to refer in relation to NOS, the officer also asks the name of the employer.

9. Update on 2014- 15 Development priorities

Worked closely with agencies around safeguarding responsibilities

- By offering advice and support around individual case concerns;
- Assisting agencies with the referral process;
- Support and guidance provided to maintained and independent schools in the City through the Education Forum;
- Partner agencies attend the Children’s Executive Board where safeguarding priorities and initiatives within the Department Business Plan are reviewed;
- The City of London introduced a Corporate Safeguarding Policy for Children and Adults in January 2014;
- Safeguarding Champions were identified across the City of London Corporations to support employees;
- A safeguarding awareness campaign called “Notice the Signs” was launched to raise awareness about safeguarding, including the LADO role. This campaign targeted all City of London employees and residents.

10. Service Development Priorities 2015/16

- Ensure that all professionals who work with children, from the statutory, voluntary and independent sectors, are engaged and understand the LADO process.
- Review independent safeguarding training, in relation to quality and frequency.
- Safeguarding Conference to be arranged in the City.
- Training events for City of London employees and partner agencies around safeguarding and professional roles and responsibilities.
- Meet with Safeguarding Champions on a quarterly basis to review referrals.
- Review of how agencies will ensure that parents feel confident and able to raise safeguarding concerns about professionals.

- Peer review to be undertaken on LADO cases.

Pat Dixon, LADO
Safeguarding and Quality Assurance Service Manager

ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN IN
Date: April 2013-March 2014

1. Total number of Referrals to the Local Authority Designated Officer			
Local Authority	City of London	Number of referrals regarding allegations and matters of concern	5
2. Number of Referrals about each or organisation			
Agency	Number		
1.Social Care	2 Two contacts made from other LA		
2.Health-hospital staff	0		
3.Health-community	0		
4.Education	1 Historical Allegation relating to a current employee.		
5.Early Years-Child-minder	0		
6.Early Years-Nursery Staff			
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			
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	0		
16.Other Dept. in City of London	1 LADO referral from substance misuse partnership		
17 Other	1 Historical allegation from alleged victim.		
18. Leisure Services	0		
19.Adult Services	0		
20.Housing Associations/ Providers	0		

3. Who made the Referral	
	Number
1.Social Care	2 Islington and Luton LADO's contact
2.Health-hospital staff	0
3.Health-community	0
4.Education	1 Historical allegation which came through School via an email in relation to current member of staff.
5.Early Years-Child-minder	0
6.Early Years-Nursery Staff	0
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	0
15.Other Dept's City of London	1 Referral from Substance Misuse Partnership.
16. Other	1 self-referral from alleged victim of historical abuse.
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						1 LADO referral SMP
Health-hospital staff						
Health-community						
Education-teaching staff				1 LADO referral from school, historical allegation-not proven		
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				1 Historical allegation, self-referral to		

				LADO, forwarded to Police for investigation		
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	2					
Being Unsubstantiated	3					
Being Unfounded	0					
CSM held	2					
Met the threshold for LADO input but not for a Complex strategy meeting	Of the five referral received by the LADO, two were historical allegations, one of which was relating to a current member of staff at the school. Two were contacts where the City was not the primary LADO involved, and one was a LADO referral from the substance misuse partnership.					
Criminal investigation/joint work with CAIT	0					
Criminal prosecution	0					
Caution	0					
Conviction	0					
Acquittal	0					
Initial inquires by employers						
Disciplinary investigation	0					
Disciplinary meeting/hearing	0					
Suspension	0					
Dismissal	0					
Cessation of use	0					
Deregistration	0					
Training needs identified for member of staff or the agency.	1 - Concerns around the delay in referring to LADO, employee who reported incident appeared unclear as to his role.					
Risk Assessment completed by Employer	1					
Referral to DBS	1 referral made to DBS by LADO of lead LA, as he had misled employers' in regard to have a previous conviction. Agency in City seen by City LADO re there role					

	responsibility in checking 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	4
3 months	1
6 months	

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank