



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

**Date:** WEDNESDAY, 3 JUNE 2020

**Time:** 10.00 am

**Venue:** VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:**

Deputy Philip Woodhouse (Chairman)	Alderwoman Susan Langley
Deputy Roger Chadwick (Deputy Chairman)	Tim Levene (Ex-Officio Member)
Deputy John Bennett	Andrew McMillan (Co-opted)
Nicholas Bensted-Smith (Ex- Officio Member)	Deputy Hugh Morris
Deputy Kevin Everett	Graham Packham
Nicholas Goddard (Co-opted)	Deputy Elizabeth Rogula
Tracey Graham	Councillor Chris Townsend (Co-opted)
Brian Harris (Co-opted)	Gillian Yarrow (Co-opted)
Michael Hudson	

**Enquiries:** Kerry Nicholls  
[kerry.nicholls@cityoflondon.gov.uk](mailto:kerry.nicholls@cityoflondon.gov.uk)

### Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:  
<https://youtu.be/wq15S8mb1gM>

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 5 February 2020.

**For Decision**  
(Pages 1 - 8)

4. **PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

**For Discussion**  
(Pages 9 - 10)

5. **HEADMASTER'S PUBLIC REPORT**

Report of the Headmaster.

**For Discussion**  
(Pages 11 - 16)

6. **DEPUTY HEAD'S REPORT ON POLICIES**

Report of the Deputy Head.

**For Decision**  
(Pages 17 - 52)

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 and summary of the meeting held on 5 February 2020.

**For Decision**  
(Pages 53 - 58)

### **11. NON-PUBLIC OUTSTANDING ACTIONS**

Report of the Town Clerk.

**For Discussion**  
(Pages 59 - 62)

### **12. HEADMASTER'S NON-PUBLIC REPORT**

Report of the Headmaster.

**For Discussion**  
(Pages 63 - 88)

### **13. COVID-19 SCHOOL RETURN RISK ASSESSMENT**

Report of the Headmaster.

**For Decision**  
(Pages 89 - 108)

### **14. BURSAR'S REPORT**

Report of the Bursar.

**For Discussion**  
(Pages 109 - 130)

### **15. FINANCIAL INFORMATION DASHBOARD**

Joint report of the Chamberlain and the Bursar.

**For Discussion**  
(Pages 131 - 152)

### **16. INVESTMENT OF CASH HELD BY THE CHARITIES ASSOCIATED WITH THE SCHOOL**

Report of the Chamberlain and the Head.

**For Decision**  
(Pages 153 - 156)

17. **DEPUTY HEAD'S NON-PUBLIC REPORT ON POLICIES**

Report of the Deputy Head.

**For Decision**  
(Pages 157 - 166)

18. **ANNUAL SAFEGUARDING REPORT**

Report of the Headmaster.

Governors are asked to note a confidential appendix at Agenda Item 23.

**For Discussion**  
(Pages 167 - 172)

19. **HEALTH AND SAFETY REPORT**

Report of the Bursar

**For Decision**  
(Pages 173 - 178)

20. **CITY SURVEYOR PROJECT BOARD REPORT**

Report of the City Surveyor.

**For Discussion**  
(Pages 179 - 180)

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

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

**Part 3 - Confidential Agenda**

23. **ANNUAL SAFEGUARDING REPORT - EXTRACT FROM NON-PUBLIC REPORT**

Confidential information to be read in conjunction with Agenda Item 18.

**For Discussion**

## **BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL** **Wednesday, 5 February 2020**

Minutes of the meeting of the Board of Governors of the City of London Freeman's School held at Committee Rooms, 2nd Floor, West Wing, Guildhall, EC2V 7HH on Wednesday, 5 February 2020 at 11.00 am

### **Present**

#### **Members:**

Deputy Philip Woodhouse (Chairman)	Alderman Bronek Masojada
Deputy John Bennett	Andrew McMillan
Deputy Kevin Everett	Deputy Hugh Morris
Tracey Graham	Graham Packham
Brian Harris	Deputy Elizabeth Rogula
Michael Hudson	Gillian Yarrow

#### **Officers:**

Roland Martin	- Headmaster of the City of London Freeman's School
Matt Robinson	- Junior School Head, City of London Freeman's School
Jo Moore	- Bursar, City of London Freeman's School
Steven Reynolds	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Noyon Choudhury	- City Surveyor's Department
Mark Eyre	- City Surveyor's Department
Alan Bennetts	- Comptroller and City Solicitor's Department (for item 2)
Polly Dunn	- Town Clerk's Department

#### **In attendance:**

Deputy Jamie Ingham Clerk (for item 2)

### **1. APOLOGIES**

Apologies were received from Deputy Roger Chadwick, Nicholas Bensted-Smith, Nicholas Goddard, Alderwoman Susan Langley, Deputy James Thomson and Chris Townsend. Apologies for lateness were received from Deputy Elizabeth Rogula.

The Chairman wished start the meeting in non-public session to consider item 22 on the agenda, Land on the fringes of Ashted Park to be declared surplus.

**RESOLVED**, that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

2. **LAND ON THE FRINGES OF ASHTEAD PARK TO BE DECLARED SURPLUS**

Governors considered a report of the Headmaster regarding the land on the fringes of Ashtead Park to be declared as surplus.

The meeting moved into public session.

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

There were no declarations.

4. **MINUTES**

**RESOLVED**, that the public minutes and non-public summary of the meeting held on 21 November 2019, be approved as accurate record.

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

**RESOLVED**, that the draft public minutes and non-public summary of the Finance, General Purposes and Estates Sub-Committee meeting held on 13 January 2020, be noted.

6. **DRAFT MINUTES OF THE ACADEMIC AND PERSONNEL SUB-COMMITTEE**

**RESOLVED**, that the draft public minutes and non-public summary of the Academic and Personnel Sub-Committee meeting held on 13 January 2020, be noted.

7. **PUBLIC OUTSTANDING ACTIONS**

Governors received a report of the Town Clerk regarding public outstanding actions of the Board.

The Chairman apologised for the postponement of the Away Day and noted that an alternative date of 27 April had been mooted.

**RESOLVED**, that the report be noted.

8. **KEY BOARD MEETING DATES AND POLICY SCHEDULE**

Governors received a report of the Town Clerk regarding Key Board Meeting Dates and Policy Schedule.

**RESOLVED**, that the report be noted.

9. **ANNUAL REVIEW OF THE BOARD'S TERMS OF REFERENCE**

Governors considered a report of the Town Clerk regarding the Annual Review of the Board's Terms of Reference. The following matters were raised:

- That the final bullet of the constitution should be revised to read "up to six co-opted non-City of London Corporation Governors with skills relevant to the needs of the School".

- That the quorum should be amended to “any five Governors, not more than one of whom may be co-opted”.
- Governors discussed the possibility of adding explicit reference to the Board’s financial oversight of the School. Whilst well intentioned, it was felt that this could have unintentional consequences and the terms were better left as they were.
- Governors felt that the current frequency of meetings was suitable.

**RESOLVED** that,

- The following revisions to the terms of reference be referred to the Policy & Resources Committee and Court of Common Council for consideration and approval:
  - i) the final bullet of the Board’s *Constitution* be revised to “up to six co-opted non-City of London Corporation Governors with skills relevant to the needs of the School”; and
  - ii) the *Quorum* should be amended to “any five Governors, not more than one of whom may be co-opted”.
- The frequency of meetings remain unchanged; and
- Any further changes to the 2020/21 terms of reference be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

**10. HEADMASTER'S PUBLIC REPORT**

Governors received a report of the Headmaster regarding general school matters.

**RESOLVED**, that the report be noted.

**11. UPDATE ON THE JUNIOR SCHOOL OF FREEMEN'S**

Governors received a report of the Headmaster regarding the Junior School.

**RESOLVED**, that the report be noted.

**12. ANNUAL REVIEW OF RISK REGISTERS FOR: CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND AND CHARITIES ADMINISTERED IN CONNECTION WITH THE CITY OF LONDON FREEMEN'S SCHOOL**

Governors considered a joint report of the Chamberlain and the Bursar regarding the annual review of risk registers for: City of London Freeman's School Bursary Fund and Charities Administered in Connection with the City of London Freeman's School.

Following a question from a Governor, the Headmaster confirmed that the fund to which the School’s development function was directed to, was not a registered charity. Governors felt that this was an area worth exploring. It was

noted that there was an ongoing examination of the City's charities and so any work would need to take place in conjunction with this review.

**RESOLVED**, that Governors confirm that the registers set before them satisfactorily set out the risk facing the charities and that there are appropriate measures in place to mitigate those risks.

13. **COMMUNITY AND PARTNERSHIPS REPORT**

Governors considered a report of the Headmaster regarding the School's Community and Partnerships work. The following matters were raised:

- Due to the recent Coronavirus outbreak in the far East, it was likely that the School was going to have to cancel the Easter revision course referred to within the report. This was a regrettable consequence, but provision needed to be made for the Boarding pupils.
- A Governor asked that, in future, the report distinguish whether the schools collaborated with are from the state or independent sector.
- Governors briefly discussed the success of the School's SpringBoard pupils.

**RESOLVED**, that

- The contents of the report be noted; and
- The report be submitted to the Education Board for information.

14. **REPORT ON POLICIES**

Governors considered a report of the Headmaster on School Policies.

Relationships and Sex Education (RSE)

The (now criminal) offence of upskirting would be covered within the PSHE curriculum.

Collective Worship

Governors discussed the appropriateness of providing a Bible to students of non-Christian faith. The School's Christian foundation is noted in its statutes and the gifting of a Bible had been a long-standing tradition. The Headmaster assured Governors that cultural sensitivity would be demonstrated on a case by case basis.

A Governor noted that the City Visit was not within Appendix 2, Recent and Forthcoming Events, of the Headmaster's public report. All Governors were to be invited; the Town Clerk would circulate information after the meeting.

Risk Policy

Governors requested that the Policy be updated to reference to the RSE and Collective Worship Policy, where relevant.



It was noted that the item on suicide/low mood/depression/anxiety/self-harm/eating disorders did not have a specific policy reference.

**RESOLVED** that the Relationships and Sex Education Policy, Collective Worship Policy and Risk Policy, be approved.

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

There were no questions.

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

There were two items of urgent business.

International Holocaust Remembrance Association

At its meeting of 5 December 2019, the Court of Common Council considered a report on the International Holocaust Remembrance Association's (IHRA) definition of anti-Semitism and its proposed adoption within the City of London Corporation's Officers' and Members' Code of Conduct. The recommendation was approved by Court of Common Council and the Establishment Committee. The Town Clerk informed Governors that this revision would extend to the Teachers' Code of Conduct within the Teachers' Guide. A copy of the Court report was tabled for reference.

**RESOLVED**, that Governors endorse the revision of the Teachers' Code of Conduct to include reference to the IHRA definition on anti-Semitism.

Appointments

The Chairman wished to propose the appointment of Tracey Graham to the Academic & Personnel Sub-Committee.

**RESOLVED**, that Tracey Graham be appointed to the Academic & Personnel Sub-Committee for the remainder of the municipal year.

17. **EXCLUSION OF THE PUBLIC**

**RESOLVED**, that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

18. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 21 November 2019, be approved as accurate record.

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

**RESOLVED**, that the draft non-public minutes of the Finance, General Purposes and Estates Sub-Committee meeting held on 13 January 2020, be noted.

20. **DRAFT NON-PUBLIC MINUTES OF THE ACADEMIC AND PERSONNEL SUB-COMMITTEE**  
**RESOLVED**, that the draft non-public minutes of the Academic and Personnel Sub-Committee meeting held on 13 January 2020, be noted.
21. **NON-PUBLIC OUTSTANDING ACTIONS**  
Governors received a report of the Town Clerk regarding the non-public outstanding actions of the Board.
22. **HEADMASTER'S NON-PUBLIC REPORT**  
Governors received a report of the Headmaster about general school matters.
23. **BURSAR'S REPORT**  
Governors considered a report of the Bursar regarding financial and operational matters.
24. **FINANCIAL INFORMATION DASHBOARD**  
Governors received a joint report of the Chamberlain and the Bursar regarding the School's Financial Information Dashboard.
25. **FUNDRAISING UPDATE**  
Governors received a report of the Bursar regarding an update on the School's Fundraising activities.
26. **MAIN HOUSE PROJECT SUMMARY REPORT**  
Governors received a report of the City Surveyor regarding a summary of the Main House Project.
27. **GATEWAY 5: CITY OF LONDON FREEMEN'S SCHOOL MAIN HOUSE REFURBISHMENT**  
Governors considered a Gateway 5 report of the City Surveyor regarding the City of London Freeman's School Main House refurbishment project.
28. **DELEGATED AUTHORITY REQUEST: MAIN HOUSE ENABLING WORKS**  
Governors considered a report of the City Surveyor regarding a request for delegated authority on the Main House Enabling Works.
29. **GATEWAY 3/4: FREEMEN'S SCHOOL MANAGED IT INFRASTRUCTURE SERVICE**  
Governors received a Gateway 3/4 report of the Chamberlain regarding the City of London Freeman's School's Managed IT Infrastructure Service.
30. **GATEWAY 1-4: FREEMEN'S SCHOOL REVENUE WORKS PROGRAMME 2020/2021**  
Governors considered a Gateway 1-4 report of the City Surveyor regarding the City of London Freeman's School Revenue Works Programme 2020/2021.
31. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.

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

There was no other business.

**The meeting ended at 1.13 pm**

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Chairman

**Contact Officer: Polly Dunn  
polly.dunn@cityoflondon.gov.uk**

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# Board of Governors of the City of London Freeman's School

## Outstanding Public Actions

Ref.	Date	Action	Officer responsible	Progress Update
1P/CLFS/2019	7 February 2019	Freemen's Estate Development Plan update to feature as a standing item on future Board agendas	Town Clerk	Ongoing
8P/CLFS/2019	25 September 2019	Worst-case BREXIT scenarios to form part of the 3-5 year strategic plan	Headmaster	Update due October 2020
14P/CLFS/2019	21 November 2019	The substantial number of volunteer hours committed by the School's pupils was discussed by the Board. Governors wished for the Award to be raised by the Headmaster at the forthcoming Heads' Forum and with the fellow heads of the City's Family of Schools.	Headmaster	Update due June 2020
16P/CLFS/2019	13 January 2020 (FGPE)	Report to be submitted on the recommendations to, and actions taken by, the Freeman's School in response to the Corporation's Internal Audit processes	Bursar	Report due June 2020
17P/CLFS/2019	13 January 2020 (AP)	Town Clerk to gather availability of Governors to participate in classroom visits on Board (and Sub-Committee) meeting dates	Town Clerk	To be arranged after COVID-19 restrictions are lifted.
1P/CLFS/2020	5 February 2020	New date to be identified for the Governor Away Day	Town Clerk	To be arranged after COVID-19 restrictions are lifted.
2P/CLFS/2020	5 February 2020	The potential for the fund to which the School's development fund was direct to be a registered charity to be explored as part of the ongoing work to examine the City's charities.	Chamberlain	Ongoing.
3P/CLFS/2020	5 February 2020	Future iterations of the Community and Partnerships Report to detail whether the schools being collaborated with were from the state or independent sector.	Bursar	March 2021.

# Board of Governors of the City of London Freeman's School

## Completed Actions

Ref.	Action	Progress Update
2P/CLFS/2019	Update on the progress of proposed changes to tracking of School Data.	Completed June 2019
3P/CLFS/2019	Meeting location to be added to the Board Meeting Schedule	Completed June 2019
4P/CLFS/2019	Once a policy review schedule had been established, this would be integrated into the Board Meeting Schedule	Completed September 2019
5P/CLFS/2019	Update the Terms of Reference of the Academic & Personnel and Finance, General Purposes & Estates Sub-Committees, to include the ability to approve non-statutory policies on the Board's behalf.	Completed June 2019
6P/CLFS/2019	Detailed risk assessments conducted by the City Surveyor's Department regarding fire safety, be submitted for information	Completed September 2019
7P/CLFS/2019	Better provision for virtual meetings be considered	Completed September 2019
9P/CLFS/2019	CLFS Prize Day invitations to governors to be sent by post and email	Completed - As a result of the COVID-19 pandemic, this event had been cancelled.
10P/CLFS/2019	Future iterations of the Junior School report to include an overview of academic progress and achievement	Completed.
11P/CLFS/2019	Possible rescheduling of 2020 Board and Sub Committee meeting dates	Completed
12P/CLFS/2019	Document containing dates of the Board, its sub committees and events such as Prize Day, to be circulated.	Completed – February 2020
13P/CLFS/2019	Report on the School's Fundraising and Development Activities (including projections)	Completed – February 2020
15P/CLFS/2019	A copy of the Learning and Innovation presentation to be circulated.	Completed
4P/CLFS/2020	Details of the Governors' City Visit to be circulated to Governors.	Completed (City Visit was subsequently cancelled)

<b>Committee(s)</b>	<b>Dated:</b>
The Board of Governors of the City of London Freemen's School	3 June 2020
<b>Subject:</b> Headmaster's Public Report	<b>Public</b>
<b>Report of:</b> Headmaster, City of London Freemen's School	<b>For Discussion</b>

## Summary

This report is intended to give the Board pertinent information regarding Freemen's since the last meeting held on 29<sup>th</sup> November, 2018.

- a) COVID-19
- b) School Roll
- c) Wider impact of BREXIT
- d) Community and Partnership work
- e) Recent and forthcoming events
- f) Pupil achievements and successes

## Recommendation(s)

Members are asked to:

- note the contents of this report;
- pay particular notice to items for discussion.

## Main Report

### a) COVID-19

1. The impact of the COVID-19 pandemic on society and the school has been significant. Governors will find further information in the non-public papers in this information pack.

### b) School roll

2. Current School Roll data is provided for members in **Appendix 1**.
3. Although we have had more withdrawals from the School than usual – particularly from U5 parents making alternative provision for Sixth Form education – I should have to say that the impact of COVID-19 and resulting financial pressures on parents could have seen a worse scenario than the numbers currently on roll and the admissions office has successfully

continued to recruit during this period.

4. Plans are in place for a number of virtual 'open evenings' after half term.

**c) Wider impact of BREXIT**

5. The Town Clerk has asked for this item to be put as a Standing Item at all Grand Committees.
6. I would have to say that the wider impact of Brexit seems pretty insignificant compared with the wider impact of the Pandemic!
7. There have been no significant developments in this area since my last report to Governors.

**d) Community and Partnership work**

8. Our imperatives since the COVID-19 pandemic has struck the country have been: to provide a continuity in educational, pastoral and co-curricular provision for pupils during this difficult time; to continue to keep the business operations going; to do our best to support the local community at this difficult time.
9. We immediately identified Key Worker families so that we could support their children during school hours. Freeman's remained open over the Easter holidays for our pupils with Key Worker parents, allowing them to carry out vital work in these difficult times. This provision has been staffed by volunteers.
10. We made early donations of PPE held on site to local GPs and hospitals and made foodbank donations.
11. The DT Department produced over 1400 protective visors using our Design Technology resources, some of which were of course funded generously by the FSA (Freemen's School Association). Institutions supported include Epsom Hospital, Princess Alice Hospice, Walton Heath Care Home, Homelea Care Home, The Meeting Room charity, The Sunnybank Trust, Heathcote Medical Centre, Queen Mary's Hospital, the Surrey Ambulance Service, the Community and Hospice Home Nursing Service and the Adult Social Care Unit (Epsom & Ewell) at Surrey County Council and Croydon University Hospital. The Community and Partnerships Officer has also been in touch with Andrew Carter, The Director of Children's and Social Services about what we can do to support. As a result, 180 face visors will be delivered to Adult Social Care in the City next week.
12. A fundraising campaign was started to furnish the DT Department with the raw materials needed to make the PPE; this included the 'Out of your comfort zone challenge...'



13. Headley Court was identified as an emergency hospital and we were in dialogue with the NHS about using the Boarding House and Car Park to support key workers had that facility been utilised.
14. Several members of staff have been volunteering in various contexts: delivering prescriptions on behalf of local hospitals; making scrubs for local hospitals; taking calls for the Community Coronavirus Care Group in Ashted; organising shopping deliveries for the elderly; in Ashted, Epsom and Leatherhead; sewing washable scrubs bags for the NHS. Our Chaplain has conducted a number of funeral services to support local parishes.
15. Old Free 1 runs a care home and was able to gather tremendous support from the parent community, many of whom have helped by donating PPE to her care home as well as with offers of meals and support for their staff.
16. Old Free and current parent 2 has been actively sharing opportunities to help the community on Classlist, which is the communication portal which engages virtually all of our parents.
17. Freeman's 20/20 Vision plans continue apace, with 'Rag and Roll On' throughout May. This effort replaces this year's RAG (Raise and Give) Week, which was originally arranged for the end of the Spring Term and comprises a number of headline fundraising activities.
18. In order to raise money for our 20/20 Vision school charities, Sightsavers, Sight for Surrey and Challengers, the School community joined together for the 'Land's End to John o'Groats Challenge' and consider walking one mile and raising £10. The actual distance from Land's End to John o'Groats is 874 miles.
19. Local MP Chris Grayling has been supportive of our efforts and has publicised them on his website and in his newsletter.

**e) Recent and forthcoming events**

20. Although we have not included a list of events as per usual in this report, Governors will be pleased to hear that we have continued to provide pupils with stimuli: several Societies have met virtually including BEST (Economics and Business) and Bachelor (History) and ensemble groups have performed virtually, including an acapella choir and a 'Last Post' tribute performed by numerous pupil brass players on VE Day. The sports department set up a daily challenge from the beginning of lockdown. Our Chaplain has held regular prayer meetings and has accepted my challenge of conducting a virtual service for Pentecost which will include several contributions from the music department.
21. Sadly, two of the highlights of the year – Prize Day and Sports Day – have been cancelled.

#### **d) Pupil achievements and successes**

22. I am proud to say that pupils have been true to our expectation that they 'make a difference' at this difficult time.
23. My Heads of School – at their own initiative – recorded a message for the School Community that I know many Governors have seen.
24. Pupils from L2 to U6 have been baking cakes initially for St George's in Tooting, but which has grown in reach, an initiative set up by Freeman's student Gus (U5), with over 1000 cakes baked to date.
25. Students in the Junior School have written letters to local care homes to cheer up the residents who are lacking visitors at this time.
26. Pupil 1 from L2, has been using his 3D printing skills to produce parts for face shields to help protect NHS staff from COVID-19. The parts have been donated to ICU staff at Epsom and St Helier Hospital and are already being put to good use. Pupil 2 (L4) has also been busy making parts of PPE equipment for local hospitals, using her 3D printer at home.
27. The Head of English and the Alumni and Development Officer launched the Pen Pals project to Freeman's Scholars. The aim is to support elderly Old Frees who are isolated by writing letters. We have even had contact with Hawaii!
28. 'Twenty Challenges for Challengers' is being championed by our Sixth Form community. The Sixth Form Charities Committee have put together twenty possible challenges for pupils to take on for sponsorship, with any donations heading to the Sixth Form charity, 'Challengers'.

#### **Appendices**

- Appendix 1: School Roll

#### **Roland Martin**

Headmaster

T: 01372 822 453/07747 563 634

E: [Roland.Martin@cityoflondon.gov.uk](mailto:Roland.Martin@cityoflondon.gov.uk)

Tw: @RJMHH

VACANCIES202018-May-2020

2020			In Year Vacancies 2019	Capacity 2020	Total Pupils c/f from 2019	Boys 2019 c/f	Girls 2019 c/f	Registrations	Registration Boys	Registration Girls		Withdrawn	Exams Nov	Exams/Int	Notice Given	Notice Given Boys	Notice Given Girls	Offers Made	Offers Declined	Total Offers Accepted	Accepted Boys	Accepted Girls	Confirmed Boys 2020	Confirmed Girls 2020	Confirmed Total 2020	Offers Pending	Vacancies
7+	Year 3	F1	4	60	n/a			82	43	36		7		76	0			57	8	49	27	22	27	22	49	0	11
8+	Year 4	L2	1	60	56	27	29	10	5	5		2		8	0			7	4	3	2	1	29	30	59	0	1
9+	Year 5	U2	0	60	59	30	29	16	11	5		4		12	1	1		4		4	3	1	32	30	62	0	-2
10+	Year 6	L3	0	60	60	30	30	17	9	8		2		9	0					0			30	30	60	0	0
11+	Year 7	U3	0	88	61	26	35	119	77	42		18	98	73	4	2	2	68	42	25	15	10	39	43	82	1	5
12+	Year 8	L4	0	88	82	41	41	10	8	2		4	3	5	2	1	1	3		3	3		43	40	83	0	5
13+	Year 9	U4	0	100	80	37	43	109	72	37		25	78	56	6	4	2	34	10	24	19	5	52	46	98	0	2
14+	Year 10	L5	0	100	97	52	45	40	23	17		9	33	21	1	1		11	2	8	5	3	56	48	104	1	-5
15+	Year 11	U5	0	100	100	58	42	0	n/a	n/a					1	1				0			57	42	99	0	1
16+	Year 12	L6	26	125	92	48	44	151	64	87		16	125	98	21	3	18	55	27	28	13	15	58	41	99	0	26
17+	Year 13	U6	0	125	98	48	50	0							0								48	50	98		n/a
U6 LVrs Yr 13 LVrs 2019					115	51	64	n/a							115	51	64						0	0	0		n/a
Total				966	900	448	452	551	312	239		87	337	358	151	64	87	239	93	144	87	57	471	422	893	2	44

NOTES  
2 offers pending response (1 x U3 day, 1 x L5 girl boarder)  
1 x U4 boy boarder pending interview  
To be assessed this week:  
1 x L2  
8 x L3 (for 3 places)  
2 x U3  
1 x L4  
2 x U4 day

2021			Vacancies 2020	Capacity	Total Pupils c/f from 2020	Boys 2020 c/f	Girls 2020 c/f	Notice Given	Notice Given Boys	Notice Given Girls	Enquiries	Registrations	Registration Boys	Registration Girls	Exams Jan 2021	Exams Mar 2021	Offers Made	Waitlisted	Total Offers Accepted	Accepted Boys	Accepted Girls	Offers Declined	Confirmed Total 2020	Confirmed Boys 2020	Confirmed Girls 2020	Offers Pending	Vacancies
7+	Year 3	F1		60	0			0			77	15	9	6					0				0	0	0	0	60
8+	Year 4	L2		60	0			0			3	1	1						0				0	0	0	0	60
9+	Year 5	U2		60	0			0			10	4	2	2					0				0	0	0	0	60
10+	Year 6	L3		60	0			0			15	2	1	1					0				0	0	0	0	60
11+	Year 7	U3		88	0			0			245	34	15	19					0				0	0	0	0	88
12+	Year 8	L4		88	0			0			9	1	1						0				0	0	0	0	88
13+	Year 9	U4		100	0			0			140	69	50	19			13		9	8	1	3	8	8	0	1	91
14+	Year 10	L5		100	0			0			9	4	2	2			2		1	1			1	1	0	1	98
15+	Year 11	U5		100	0			0			1	n/a	n/a	n/a					0				0	0	0	0	100
16+	Year 12	L6		125	0			0			34	9	2	7					0				0	0	0	0	125
17+	Year 13	U6	0	125	0			0				n/a	n/a	n/a									0	0	0		125
U6 LVrs Yr 13 LVrs 2020								0				n/a	n/a	n/a									0	0	0		n/a
Total				966	0	0	0	0	0	0		139	83	56	0	0	15		10	9	1	3	9	9	0	2	955

2022			Vacancies 2021	Capacity 2022	Total Pupils c/f from 2021	Boys 2021 c/f	Girls 2021 c/f	Notice Given	Notice Given Boys	Notice Given Girls	Enquiries	Registrations	Registration Boys	Registration Girls	Exams Jan 2021	Exams Mar 2021	Offers Made	Waitlisted	Total Offers Accepted	Accepted Boys	Accepted Girls	Offers Declined	Confirmed Total 2020	Confirmed Boys 2020	Confirmed Girls 2020	Offers Pending	Vacancies
7+	Year 3	F1		60	0			0			22	2	2						0				0	0	0	0	60
8+	Year 4	L2		60	0			0				0							0				0	0	0	0	60
9+	Year 5	U2		60	0			0				0							0				0	0	0	0	60
10+	Year 6	L3		60	0			0			2	0							0				0	0	0	0	60
11+	Year 7	U3		88	0			0			67	9	7	2					0				0	0	0	0	88
12+	Year 8	L4		88	0			0			7	1	1						0				0	0	0	0	88
13+	Year 9	U4		100	0			0			70	27	20	7			5		3	3		2	3	3	0	0	97
14+	Year 10	L5		100	0			0			2	2	1	1					0				0	0	0	0	100
15+	Year 11	U5		100	0			0				n/a	n/a	n/a					0				0	0	0	0	100
16+	Year 12	L6		125	0			0			9	5	2	3					0				0	0	0	0	125
17+	Year 13	U6	0	125	0			0				n/a	n/a	n/a									0	0	0		125
U6 LVrs Yr 13 LVrs 2020								0				n/a	n/a	n/a									0	0	0		n/a
Total				966	0	0	0	0	0	0		46	32	14	0	0	5		3	3	0	2	3	3	0	0	963

2023			Vacancies 2022	Capacity 2022	Total Pupils c/f from 2021	Boys 2021 c/f	Girls 2021 c/f	Notice Given	Notice Given Boys	Notice Given Girls	Enquiries	Registrations	Registration Boys	Registration Girls	Exams Jan 2021	Exams Mar 2021	Offers Made	Waitlisted	Total Offers Accepted	Accepted Boys	Accepted Girls	Offers Declined	Confirmed Total 2020	Confirmed Boys 2020	Confirmed Girls 2020	Offers Pending	Vacancies
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<b>Committee(s)</b>	<b>Dated:</b>
Board of Governors of the City of London Freeman's School	3 June 2020
<b>Subject:</b> Deputy Head's Report on Policies	<b>Public</b>
<b>Report of:</b> Deputy Head, City of London Freeman's School	<b>For Decision</b>

## Summary

This report is for Governor engagement and decision.

- a) Background
- b) Recommendation

## Recommendation(s)

Members are asked to:

- Scrutinise the policies in this report;
- Ask questions of the policy author (Deputy Head) and Headmaster surrounding this policy;
- Approve the policies presented.

## Main Report

### a) Background

1. Members will understand that they are responsible for the School's policies and that oversight of them is an important part of their duties.
2. Policies in need of oversight at this meeting are:

*Appendix 1: Complaints Policy*

*Appendix 2: Curriculum Policy*

*Appendix 3: Health and Safety Policy*

3. There are only two proposed amendments to the Complaints Policy, one of which is significant in so far as it seeks to reduce the scope of the Policy to existing parents (rather than former parents as well).
4. Amendments to the Curriculum Policy are minimal, with some minor changes to setting of pupils. Minimum class sizes at GCSE and A-level are also specified explicitly for the first time.
5. Amendments to the Health and Safety Policy are in track changes, with no major changes of policy to report.

**b) Recommendation**

FOR DECISION

6. It is recommended that Governors approve the policies included as appendices in this report.

**Appendices**

- *Appendix 1:* Complaints Policy
- *Appendix 2:* Curriculum Policy
- *Appendix 3:* Health and Safety Policy

**Stuart Bachelor**

Deputy Head

T: 01372 822434

E: [Stuart.Bachelor@freemens.org](mailto:Stuart.Bachelor@freemens.org)

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# Complaints Policy

Complaints Policy for both the Junior School and Senior School

Issue number	1.2
Name and appointment of owner / author	Stuart Bachelor, Deputy Head
Review Body	SLT and Full Board of Governors
Last updated	13 <sup>th</sup> May, 2020
Reason for update	annual review
Last reviewed by SLT	May 2020
Last reviewed by Governors	June 2018
Next SLT review due	April 2022
Next Governor review due	June 2020
Where available	Staff Handbook, School web-site (unrestricted area)

Complaints\_13\_5\_20

## COMPLAINTS POLICY

### Policy Statement

This policy applies to parents of pupils at the City of London Freemen's School ('the School').

For a complaint to be dealt with under this policy, the parent(s) must have a child on the School's roll at the time at which the complaint is lodged. If the complaint is specific to a child of theirs, that child- rather than a sibling- must be on the School's roll when it is lodged.

**Commented [SB1]:** This is a new stipulation. Previously complaints pertaining to former pupils were accepted.

This policy and procedure will be relied upon in respect of all complaints by parents made against the School except in respect of:

- (a) safeguarding allegations where a separate policy and procedure applies;
- (b) expulsions where a separate policy and procedure applies;
- (c) appeals relating to internal assessment decisions for external qualifications where a separate appeals procedure applies.

If a pupil has a concern or complaint about the School, he/she should report it to an appropriate member of staff (such as his/her Head of Year or the Deputy Head) with the assurance that all complaints made by pupils in good faith will be taken seriously.

Complaints made by members of the public about the School will be dealt with under the City of London Corporation Complaints Procedure.

The School expects that most complaints can be resolved informally and will use their best endeavours to resolve any complaints that are made informally on that basis. If informal procedures fail to resolve the issue, a formal complaint about any matter not involving safeguarding allegations, internal assessment decisions or a decision to expel or remove a pupil, must be stated courteously in writing (i.e. by letter) to the Headmaster and will be dealt with under this City of London Freemen's School Complaints Policy and Procedure. Every complaint shall receive fair and proper consideration and a timely response.

This policy and procedure is made available to parents of pupils and parents of prospective pupils of the School on an unrestricted area of the School's website.

This policy and procedure in no way overrides the right of the School to act in accordance with the School's Terms and Conditions agreed by parents upon enrolment of their child as a pupil in the School, although parents are not prevented from raising complaints pursuant to this policy and procedure where they are of the reasonable view that the School has not acted in accordance with the School's Terms and Conditions.

Please note: Parents can be assured that all complaints, whether raised informally or formally, will be treated seriously and confidentially. Correspondence, statements and records relating



to individual complaints will remain confidential except in so far as is required by paragraph 7 33(k) of the Education (Independent Schools Standards) Regulations 2014; where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them.

## School Complaints Procedure

### Stage One - Informal Resolution

1. It is hoped that most complaints will be resolved quickly and informally.
2. If parents have a complaint they should normally contact a Form Teacher or Tutor for pastoral concerns, Subject Teacher for academic matters or the Head of Boarding for Boarding concerns. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Form Teacher/Form Tutor, Subject Teacher, or Head of Boarding cannot resolve the matter alone, it may be necessary for him/her to consult a Head of Department, Head of Junior School/Upper School/Sixth Form, a Deputy Head, or the Headmaster.
3. Complaints made directly to a Head of Department, Head of Junior School/Upper School/Sixth Form, a Deputy Head or the Headmaster will usually be referred to the relevant Form Teacher/Form Tutor, Subject Teacher or Head of Boarding, as appropriate unless the Head of Department, Head of Junior School/Upper School/Sixth Form, a Deputy Head or the Headmaster deems it appropriate for him/her to deal with the matter personally.
4. The Form Teacher/Form Tutor, Subject Teacher or Head of Boarding, as appropriate, will make a written record of all complaints and the date on which they were received. These records will be kept for one (1) year after the pupil leaves the school.
5. The School will use its reasonable endeavours to resolve any informal complaints within ten (10) working days of them being raised, except where they are raised in school holidays or within two (2) working days of their commencement. In the latter two cases, the School will use its reasonable endeavours to resolve informal complaints as soon as possible after commencement of the new school term (usually within ten (10) working days).
6. Should the matter not be resolved as referred to in paragraph 5 above, or in the event that the Form Teacher/Form Tutor, Subject Teacher or Head of Boarding, as appropriate, and the parents fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage Two of this Procedure.

7. Complaints about any aspect of boarding welfare can also be referred to the Children's Commissioner on <https://www.childrenscommissioner.gov.uk/> or by phoning 0800 5280731.

## Stage Two - Formal Resolution

1. If the complaint cannot be resolved on an informal basis (as set out in Paragraph 5 and 6 above), then parents should put their complaint in writing (i.e. by letter) to the Headmaster, which complaint should be expressed clearly and courteously. Parents should also identify how they wish their complaint to be resolved.
2. The Headmaster will delegate responsibility for undertaking investigation of the complaint to a Deputy Head or Head of Department/Head of Junior School/Upper School/Sixth Form, as appropriate.
3. The Headmaster will decide, after considering the complaint, the appropriate course of action to take.
4. In most cases, the Headmaster will meet or speak with the parents concerned to discuss the matter. If possible, a resolution will be reached at this stage.
5. The Headmaster will use reasonable endeavours to speak to or meet parents within ten (10) working days of the formal complaint being received, except where the complaint is received in school holidays or within two (2) working days of their commencement where the Headmaster will use his reasonable endeavours to speak to or meet with parents as soon as possible after the commencement of the new school term (usually within ten (10) working days).
6. It may be necessary for the Deputy Head or Head of Department/Head of Junior School/Upper School/Sixth Form, as appropriate, to carry out further investigations.
7. The Headmaster will keep a written record of all meetings and interviews held in relation to the complaint.
8. Once the Headmaster is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing giving reasons for the decision. This written decision should be provided no later than ten (10) working days after speaking to, or meeting with parents to discuss the matter. The Headmaster may also arrange to meet with parents to explain the decision.

9. The School will keep a written record of all formal complaints, including records of meetings and interviews held in relation to the complaint, and the School's decision, ~~which record will be kept for one (1) year after the pupil leaves the School.~~
10. Where parents are dissatisfied with the outcome of the School's response to their formal complaint, the parents have the opportunity to have their complaint considered by an independent Complaints Panel.

## Stage Three – Panel Hearing

1. If parents seek to invoke Stage Three following failure to reach an earlier resolution or where dissatisfied with the Headmaster's decision in respect of their formal complaint, the parents may, in writing (i.e. by letter) addressed to the School, request that their complaint be further considered by an independent Complaints Panel set up for this purpose.
2. This request for further assessment of the complaint will, for the purposes of this Procedure, be known as an 'appeal'.
3. Parents must lodge their appeal in writing and within ten (10) working days of the date of the School's decision made in accordance with the Stage Two Procedure. The parents should provide a list of their complaint(s) made against the School and which they believe to have been resolved unsatisfactorily by the Stage Two Procedure, along with the remedies sought in respect of each. The Complaints Panel is only obliged to consider the complaint(s) lodged in this 'initial submission' although they may use their discretion to consider other relevant and related matters that may subsequently arise.
4. Where an appeal is received by the School, the School will, within five (5) working days, refer the matter to the Town Clerk (Clerk to the Board of Governors), who will act as Clerk to the Complaints Panel. Where the appeal is received by the School during school holidays, or within two (2) working days of their commencement, the School has five (5) working days upon commencement of the school term to refer the matter to the Town Clerk.
5. The Clerk provides an independent source of advice on procedure for all parties.
6. Once an appeal has been received by the Clerk, he/she will acknowledge the appeal in writing within five (5) working days, and inform the parents of the steps involved in this Complaints Procedure.
7. The Clerk will then endeavour to convene an independent Complaints Panel hearing as soon as possible to consider the matter, normally no later than twenty (20) school

days after receipt by the School of parents written notice that they wish to invoke the Stage Three Procedure, dependent upon the availability of the Panel members.

8. The independent Complaints Panel will consist of two Governors on the Board who have not previously been involved in the complaint, and one person independent of the management and running of the school. The process used for selecting an independent person will conform to relevant guidance issued by the Department for Education (DfE).
9. The following are entitled to attend a hearing, submit written representations and address the Panel:
  - a. The parent(s) and/or one representative;
  - b. The Headmaster of the School and/or one representative; and
  - c. Any other interested person whom the Complaints Panel considers to have a reasonable and just interest in the appeal and whose contribution would assist the Panel in their decision-making.
    - i. Legal representation will not normally be appropriate.
10. Where the Complaints Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. In such cases all parties will be given the opportunity to submit written evidence to the Panel in support of their position, including:
  - a. documents in support of complaint(s),
  - b. chronology and key dates relating to complaint(s), and
  - c. written submission setting out the complaint(s) in more detail.
    - i. This evidence will be considered by the Panel, along with the initial submission that was lodged by the parents.
11. Evidence will be initially sent to the Clerk, who will then circulate the documentation to all parties, including the Panel members, along with an order of proceedings. All written evidence must be received by the Clerk no later than ten (10) working days in advance of the hearing. The Clerk will distribute the written evidence to the relevant parties no later than five (5) working days in advance of the Panel hearing.
12. It is for the Panel to decide how to conduct the proceedings of the appeal, which should be reasonably informal so that all parties can present their case effectively. If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.

13. After due consideration of all the facts they consider relevant, the Panel will reach a decision, and may make recommendations, which it shall complete within ten (10) working days of the hearing. The decision reached by the Complaints Panel is final. Any decision reached that may have financial implications for the School will need the appropriate approval from the relevant authorities e.g. the Board of Governors, although any such approval must be compatible with the decision of the Complaints Panel.
14. The Panel's findings will be sent by the Clerk in writing to the parents, the Headmaster, the Governors and, where relevant, the person complained of. The letter will state any reasons for the decision reached and recommendations made by the Complaints Panel.
15. The School will keep a record of all complaints, appeals, decisions and recommendations of the Complaints Panel, including the stage at which any complaints are resolved and whether or not they refer to boarding. In addition, this record details the action taken by the School as a result of the complaints. The record will be kept for one (1) year after the pupil leaves the School.

The number of formal complaints received in the academic year 2018-19 is three (3).

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# Curriculum Policy

for both the Junior and Senior Schools

Issue number	2.3
Name and appointment of owner / author	Paul Bridges, Deputy Head (Academic)
Review Body	SLT and Full Board of Governors
Last updated	15 <sup>th</sup> May, 2020
Reason for update	annual review
Last reviewed by SLT	May 2020
Last reviewed by Governors	June 2018
Next SLT review due	April 2022
Next Governor review due	June 2020
Where available	Staff Handbook, School web-site (unrestricted area)

## Freemen's Curriculum Policy

The City of London Freeman's School provides a rigorous and stimulating curriculum which will challenge and engage pupils. All pupils have the opportunity to learn and make progress.

All pupils of compulsory school age receive a full time education which encompasses mathematical, linguistic, technological, human and social, physical and creative aspects.

At all levels the core curriculum provides the opportunity for pupils to acquire skills in speaking and listening, literacy and numeracy; these are further developed in other subjects.

The curriculum provides adequate preparation of pupils for the opportunities, responsibilities and experiences of adult life and pupils in the Senior School receive appropriate careers guidance. A key aspect of the curriculum is the enrichment afternoon. Every student from Year 3 - 13 will have at least one afternoon each fortnight when they are engaged in a programme of activities developing leadership, teamwork, community service and organisation. The full enrichment programme encompasses all the activities that were previously offered as 'extra-curricular'. Therefore, through the week, a varied, exciting programme of activities is on offer for all students.

### ***The Junior School Curriculum***

In the lower Junior School years (from Year 3) the majority of lessons are taught by the Form Teacher with subjects such as Religious Studies, Music and P.E./Games taught by specialist staff. As the pupils progress through the Junior School more of the subjects are taught by specialists. In the final two years of the Junior School (Years 7 & 8) all subjects are taught by specialist subject staff, many of whom also teach in the Senior School.

In the early years English and Mathematics account for up to 40% of class time with about one hour a week devoted to subjects such as History, Geography, Religious Studies, Design & Technology, Information Technology, Art and Music. From Year 4 Mathematics is set by ability.

**Science** is taught as a combined subject up to Year 7 after which it is taught separately as Biology, Chemistry and Physics.

**Modern Languages** – French, German & Spanish – are introduced in to the timetable in Year 3 when pupils are given the opportunity to experience all three languages before choosing their main language in Year 5. From this point, languages are set by ability if there are sufficient pupils choosing the language to make two sets.



**P.E. and Games** are considered to be a very important part of every child's education and at least three hours per week is devoted to this area. In addition to this, of course, many children will become part of at least one of the School's representative sports teams and/or will take part in House competitions.

**Personal, Social and Health Education (PSHE)**, part of the timetable in all years, promotes the development of healthy lifestyles and citizenship and encourages individual responsibility and informed decision-making.

**Enrichment** is timetabled for one afternoon each week from Form 1 to Lower 3; the pupils follow an exciting programme developing leadership, teamwork, community service and organisation.

## *Upper School Curriculum*

### **Year 9**

Pupils are provided with a broad curriculum allowing informed decisions to be made about the available GCSE options in Years 10 & 11. Linked to National Curriculum guidelines, the core subjects are English, Mathematics, the Sciences and a Modern Foreign Language (French, German or Spanish). The three sciences (Biology, Chemistry, Physics) are taught separately. In addition, the Year 9 curriculum consists of the following subjects: a second Foreign Language (as above or Latin); Art & Design; Design Technology\*; Food Technology\*; Geography; History; Computing; Music; Physical Education & Games; Religious Studies.

The pupils are set by ability in Mathematics, Science and MFL. ~~and English. The English sets then determine the groupings for the rest of the curriculum (with the exception of PE and Games)~~

\*each subject taught for half the year

### **Years 10 & 11**

Pupils follow a two year programme culminating in 10 GCSE examinations. The core examinable subjects – English Language, English Literature, Mathematics, the Sciences and a Modern Foreign Language – will continue to be studied with the three sciences (Biology, Chemistry, Physics) being taught and examined separately. ~~The core subjects are all set by ability in Years 10 and 11.~~ The pupils are set by ability in Mathematics, Science and MFL.

In addition, pupils choose three options from the following subjects:

A second Modern Foreign Language, (French, German or Spanish); Art & Design; Design Technology; Drama; Food Preparation and Nutrition; Geography; History; Computing; Latin; Music; Physical Education, Philosophy Ethics & Religion.

These optional subjects will be offered each year and will run providing there are a minimum of three pupils enrolled or at the Headmaster's discretion.

P.E. and Games as a whole year group continue to be delivered but are not examined.

## **Personal, Social and Health Education (PSHE)**

PSHE is taught throughout the Upper School. Topics covered include: self discipline & decision making; study skills; self awareness & awareness of others including the elderly and disability; awareness of drugs, smoking & alcohol and law & order. In addition, pupils are familiarised with the Careers Room and the advice available. They are then able to use this facility throughout the rest of their time at the School starting with looking at the career implications of their GCSE option choices.

## **Enrichment**

The Enrichment programme runs every other week for pupils in the Upper School and above and is a key part of the Upper School curriculum and builds on the Junior School programme further developing a wide range of skills.

Those pupils who have a SEN statement will be given support to ensure they receive an education that fulfills its requirements [see Special Educational Needs and EAL Policy]

## ***The Sixth Form Curriculum***

We endeavour to offer a range of subjects in the Sixth Form that allows all students to follow a programme that meets their interests, abilities and career aspirations.

For each Sixth Former the curriculum has the following elements:

- Three A level subjects will be studied throughout the Sixth Form. These will all be taken at the end of the Upper 6 year (Year 13);
- Further Mathematics may be chosen as a fourth A level and must be studied alongside Mathematics A level;
- A taught course on project management culminating in an extended project (EPQ); all pupils who are studying 3 A levels (i.e. not Further Mathematics) are expected to complete an EPQ. Those studying Further Mathematics may opt to do an EPQ but it is not compulsory for those pupils;
- The Free Minds programme; pupils who are not studying Further Maths will choose five courses from a broad selection – courses consist of 6 weeks of hour seminars / lessons.
- The Enrichment curriculum for pupils in the Lower 6;
- A programme of appropriate Games options on Wednesday afternoon;
- A course of Careers Education, and Personal, Social and Health Education.

Pupils will choose their 3 A levels from the following options:

Biology, Business Studies, Chemistry, Computer Science, Drama & Theatre, Design & Technology, Economics, English Literature, Fine Art, Further Mathematics, Geography,

History, Latin, Mathematics, French, German, Spanish, Music, Physical Education, Physics, Politics, Psychology, Religion, Philosophy & Ethics.

These subjects will be offered each year and will run providing there are a minimum of three pupils enrolled or at the Headmaster's discretion.

## Appendix 1

### Requests to undertake an alternative programme of study.

Students are expected to study the School's Curriculum, as outlined in the Curriculum policy, unless there are exceptional circumstances. This appendix outlines the process for making a request to study an alternative programme and the guidelines which are to be followed in making that decision. It is normally expected that an alternative programme is one in which a student takes one or more fewer subjects than required by the School's Curriculum policy.

#### **How can applications be made to consider an alternative programme of study?**

Requests to undertake an alternative programme of study should be made in writing or via email to the Head of the student's section.

#### **Who can make changes to a student's programme of study**

- The School may advise when they consider it is in the best interests of the student to make changes to their programme of study. Any decision to change the students programme of study will need to be discussed and approved by the student, their parents, the Head of Section and the Deputy Head Academic. In cases where there is a SEND issue the Learning Support Manager will be consulted.
- Parents may request that an alternative programme of study be allowed. Such requests should be made in writing to the Head of Section. The School reserves the right to make the final decision to grant the request.

#### **What guides the School's decision to grant a student an alternative programme of study?**

- History of need – students who have a history of needing support from the School over and above normal levels of academic and pastoral support will have that history considered;
- External referral – where the School has arranged for or been involved in an assessment that assessment may be considered;
- Co-curricular commitment – where the students undertakes co-curricular commitments in excess of what is deemed within achievable norms that can be considered;
- Pastoral need – where the pastoral team identifies that the student's pastoral needs require a change to their programme of study.

#### **When students have elected to study additional subjects?**

On occasion the School allows some students to study more subjects than the normal programme of study, for example when undertaking Further Maths at A Level. When a student commits to such a programme of study the decision, at a later date, to request to drop the additional subject may be made directly to the Head of Section and will not undergo the same assessment as would be levelled against a request to drop a subject from their core programme of study. If the additional subject has replaced a core subject, then the additional

subject becomes a core component and any request to drop the subject needs to follow the process above.

### **What happens next for those who have changed to an alternative programme of study?**

Once the decision to change a student's programme of study is confirmed the student will normally be expected to use their gained time to concentrate on their other subjects, working and registering in the School's library. It is possible that some of the student's gained time may also be used to facilitate sessions delivered by the Learning Support Department.

### **Entry to the Sixth Form**

When the School has advised that a change to the curriculum is in the best interests of the pupil the points required to re-enter the School at Sixth Form will be adjusted. When the decision to drop a subject is not supported by the School the points will not be adjusted.

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# Health and Safety Policy

for both the Junior School and Senior School

Version number	2.0
Name and appointment of owner / author	Joanne Moore, Bursar
Review Body	SLT, Health & Safety Committee and Full Board of Governors
Last updated	18 <sup>th</sup> May, 2020
Reason for update	periodic review
Last reviewed by SLT	May 2020
Last reviewed by Governors	6 <sup>th</sup> June, 2018
Next SLT review due	April 2022
Next Governor review due	June 2020
Where available	Staff Handbook, School web-site (unrestricted area)

Health\_and\_safety\_18\_5\_20

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## HEALTH AND SAFETY POLICY

### POLICY STATEMENT

Under both Paragraph 11 of the *Independent School Standards Regulations 2014* and Paragraph 6.1 of the *National Minimum Standards for Boarding Schools 2015*, City of London Freeman's School is obliged to have a written Health and Safety Policy. This Policy is designed to demonstrate the School complies with relevant health and safety laws, principally the *Health and Safety At Work Act 1974* and regulations made under that Act. It is also mindful of the non-statutory DfE advice *Health and Safety: responsibilities and duties for schools (2018)* and the Health & Safety Executive's advice *Sensible Health and Safety Management in Schools*.

This Policy is updated by the author as events or changes to legislation demand. It is reviewed biennially by the Senior Leadership Team, Health & Safety Committee and Full Board of Governors. It should be read in conjunction with the following whole-school documents:

- *Boarding Handbook*
- *Boarding Policy*
- *First Aid Policy*
- *Safeguarding Policy*
- *Trips and Visits Policy*
- *Vehicles Policy*

This Policy is also informed by and is in line with the City of London's Corporate Health and Safety Policy.



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

As Governors of the City of London Freeman's School, we fully recognise our collective responsibility for providing a safe and healthy school for all of our employees, students, parents, visitors, contractors and anyone else affected by our activities. 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 Nicholas Goddard as Governor with responsibility for overseeing Health and Safety.

Day to day responsibility for the operation of health and safety at the school is vested with the Bursar reporting to the Head. She has overall responsibility for monitoring health and safety within the school and for reporting any serious breaches to me through the Head. With the City Surveyor, she is responsible for ensuring compliance with Construction (Design and Management) (CDM) Regulations 2015. As Governors, we have specified that the school should adopt the following framework for managing health and safety:

- 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 all relevant paperwork;
- That full compliance is all accorded to the City's Corporate Health, Safety and Wellbeing Policy (Version 01 03 December 2018) including the requirement for monitoring, safety assurance and inspections;
- 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 reported at each term's Governors' meeting;
- 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.
- That the school will take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises, in and out of the classroom.

- That the external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals and that their recommendations and cyclical planning form the basis of the school's routine maintenance programmes;
- That robust arrangements including adequate monitoring is in place for the control of contractors working anywhere on the school site / premises;
- 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 these are reported to the Health and Safety Committee;
- That the school has a fire risk assessment, carried out by a suitably competent 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;
- That safety assurance inspection reports showing action required and timescales should be monitored by the Health and Safety Committee;
- That a suitable and sufficient risk assessment for legionella/water hygiene management is periodically completed (frequency based on risk assessment) and that a suitable scheme of control is developed, implemented and monitored including monthly water temperature testing regimes;
- That suitable arrangements are in place for the day to day management of any asbestos containing materials (ACMs) so as to prevent them from being disturbed, forming part of our duty to manage asbestos;
- 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 non-teaching 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 Head, the Bursar and other members of the Senior Leadership 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.



All employees are briefed on the availability of this statement on the school's 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:..... Philip Woodhouse  
Chairman Board of Governors

Date: \_\_ June 20\_\_

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## 2. ORGANISATION FOR HEALTH & SAFETY

The School is aware of its duty to appoint a 'competent person' who has the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school. The School's competent person is Paul Dudley, Corporate Risk Adviser at the City of London Corporation.

**Commented [S1]:** This is a new appointment, in line with ISI guidance

Although the Governors of the School are accountable for the health and safety of school staff and pupils, day-to-day responsibility is delegated to the Headmaster and other school leaders as follows.

### **The Headmaster will:**

- Implement the requirements of this Policy and ensure compliance with all health and safety legislation within the school;
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example;
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school;
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations;
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety;
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained;
- Appoint persons to assist him with meeting the safety objectives, standards and checks detailed in this policy.

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.

All employees of the School have a duty to look after their own and others' health and safety. More specifically, all staff have a duty in common law, while acting *in loco parentis*, to look after pupils in the same way that a prudent parent would do so.

Delegated duties include:

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## **2.1 Safety and Security**

- Building security (including alarms, CCTV, locking external doors and windows) – the Bursar, who in turn has delegated day to day management to the Head of Operations;
- Preventing unsupervised access by students to potentially dangerous areas, such as the swimming pool, the science laboratories, the Gym and the design and food technology rooms –Facilities Manager;
- Testing the chemical levels in the swimming pool water on a daily basis – Facilities Manager and team.
- Controlling lone working after hours – Bursar and Facilities Manager;
- Ensuring that all visitors sign in at Reception and wear visitors' badges – all staff, following guidelines published by Head of Operations;
- Permits to Work implemented, where necessary, for physical works to the fabric of the buildings or on plant and equipment by contractors – Facilities Manager.

## **2.2 Vehicles/Transport**

- Control of loading bays, car parks and site traffic management – Facilities Manager;
- Compliance with City of London Corporation Transport Policy including vehicle management – Bursar.
- Safe procedures for escorting pupils in minibuses: Deputy Head and Head of Operations
- Maintenance of fleet: Sodexo General Manager

## **2.3 Accidents/Incidents**

- All reportable accidents/incidents/near misses should be reported in accordance with the City's Guidance on School's Accident and Incident Reporting by the member of staff present at the time via the CoL ReportLine (**020 7332 1920**);;
- Investigation of reportable accidents/incidents/near misses: Line Manager of reporting member of staff
- Reporting notifiable accidents etc. to the Health and Safety Executive (HSE) under RIDDOR 2013 –Bursar in consultation with the CoL Corporate Health and Safety team;
- Arrangements for checking defibrillators and peripheral equipment – School Nurse Managers
- Checking that all first aid boxes and eye washes are kept replenished – First Aiders who last used the equipment.

## **2.4 Fire Prevention**

- Keeping fire routes and exits clear - Bursar, who in turn has delegated to Head of Operations and all staff;
- Fixed Electrical Safety Testing – City Surveyor who will provide the school with a copy of current electrical installation certificates;
- Regular portable appliance testing – City Surveyor/Suitably qualified on-site testers.
- Testing all fire alarms weekly and recording results – Facilities Manager;
- Arranging an annual service and maintenance of alarms, smoke detectors, emergency lights, fire extinguishers and panic buttons – City Surveyor;
- Implementation of robust permits to work for all physical works on the fabric of the buildings / associated equipment including hot works – Facilities Manager;
- All gas appliances and installations (boilers, kitchen equipment etc.) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers – City Surveyor;
- Ensuring that flammable rubbish and combustible materials are stored away from buildings – Facilities Manager and all staff;
- 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 – Bursar.
- Carbon Monoxide (CO) detectors will be installed, tested and maintained wherever there is sleeping accommodation – Facilities Manager and all staff;
- Switching off all kitchen equipment at the end of service – Catering Manager;
- Checking that all Scientific and DT equipment is switched off at the end of the school day – Heads of Science and Head of Design and Technology;
- Securing flammable materials used in teaching or maintenance in purpose-made, flame-proof and secure containers – Heads of Science, Art and Design and Technology and Facilities Manager.

## **2.5 Water, Drainage etc**

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

- Maintaining water quality. A sampling regime, using external contractors, is in place;
- 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 and compliant risk assessments is as follows:

- Fire – Bursar/Head of Operations (external fire risk consultant used);
- Legionella / Water Hygiene– City Surveyor/Facilities Manager;
- Educational visits – Deputy Head (prior to trip departure) / Trip Leader (during trips)
- Catering and cleaning functions including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) risk assessments and procedures – General Services Manager;
- Medical waste and sharps – School Nurse Manager
- Maintenance functions (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable substances) - Facilities Manager;
- Medical gases, manual handling, first aid and management of medications – School Nurse Managers
- Asbestos Register/Surveys - City Surveyor;  
Note: Local Asbestos Management Plans (AMPs) are developed in consultation with the City Surveyor. The duty to manage asbestos in school is shared between the school and the City Surveyor. Asbestos surveys and re-inspections are completed by the City Surveyors department. The Facilities Manager has the day to day responsibility to ensure that anyone liable to disturb asbestos including staff and contractors are made aware of its presence, and what to do if they have any concerns;
- Lifting Equipment – Facilities Manager/City Surveyor;
- Pressure vessels – Facilities Manager/City Surveyor;
- Construction Works / Management of Contractors– Head of Operations/City Surveyor;
- Reprographics machines and copiers – Interim Director of Technical Services;
- Boarding accommodation – Head of Boarding;
- Residential Accommodation – City Surveyor/Facilities Manager.

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

- Science– Heads of Science;
- All outdoor and indoor games and activities – Director of Sport;
- Swimming – Director of Sport;
- Fencing – Director of Sport;
- Duke of Edinburgh Award - Duke of Edinburgh Coordinator;
- Drama / Theatre– Director of Drama;
- Art (including COSHH and flammable materials) – Head of Art;
- Music – Director of Music;
- Design Technology (including machinery, COSHH and flammable materials) – Head of Technology;

- All visits and trips – Deputy Head.

Full details of the School's procedures for identifying, assessing, recording, reducing and reviewing risks can be found in our dedicated *Risk Policy*.

## **2.7 Training**

Staff at Freeman's receive appropriate training in health and safety and the assessment of risk. Responsibility for organising and maintaining records of training is as follows:

- Whole-staff refresher training - Bursar
- Science-related health and safety training – Heads of Science;
- Design Technology related training – Head of Technology;
- Health and safety training for catering and cleaning staff – Catering and Cleaning contractor;
- Briefing new students on emergency fire procedures – Head of Boarding/Form Tutors;
- Briefing new staff on emergency fire procedures – line managers in induction process;
- Inducting new staff in health and safety – line managers in induction process;
- Identifying specific health and safety training needs of staff – Heads of Department and Line Managers or Supervisors;
- First aid training- School Nurse Managers.

## **2.8 Fault Reporting**

All members of staff are responsible for promptly reporting faults, deficiencies and anything that might present a significant risk to the welfare of pupils, staff and visitors. Other than in the most serious / urgent cases, this should be done through the ServiceDesk reporting system via [this link](#). School Council Representatives also have access to the system and are encouraged to use on behalf of the pupils whom they represent.

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

The City Surveyor's Department, including the City Corporation's Health and Safety Manager, Property (Peter Dempsey), Head of Health, Safety and Wellbeing (Justin Tyas) and Fire Safety Adviser (Terence Short), and external consultants provide advice on matters of health and safety as required:

- The City Surveyor gives advice on the external fabric of the school;
- The City Surveyor monitors and services the school's plant, equipment and lifts as required;



- All gym and fitness equipment and machinery used in sport is serviced annually as arranged by the Facilities Manager;
- 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:

- 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;
- An independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year;
- Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc once a year;
- Appropriate pest control measures to be in place;
- The Bursar/Facilities Manager has a professional fire risk assessment which is updated at least every ~~3~~5 years;
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, carbon monoxide alarms, emergency lighting, extinguishers and panic buttons are tested quarterly by a qualified contractor;
- The City Surveyor arranges for a professional risk assessment for water/legionella;
- The Radiation Protection Supervisor (RPS) (Schools) is the Head of Physics. He is responsible for ensuring compliance with the Ionising Radiation Regulations 1999 including the requirement for appointing a suitable Radiation Protection Adviser (RPA) to provide competent advice;
- All work on gas boilers, appliances and installations is carried out by suitably competent Gas Safe registered engineers;
- All lightning protection and earthing conform to BS EN 62305. It is tested annually by a specialist contractor;
- 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.

The City of London Corporation's competent person for advice on water hygiene/asbestos is **David Renshaw**, Health and Safety Adviser (Property).

The Radiation Protection Officer (RPO) is **Justin Tyas**, Health, Safety and Wellbeing Manager, City of London Corporation

**Compliance information is available from the CoL Micad Portal.**

**Micad Portal:** follow this link to self-register for access <https://col2portal.micadipr.net/>

Responsibility for liaison with the Freeman's School Association (FSA) on health and safety matters lies with the Bursar.

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

The HR Manager is the school's Health and Safety Co-ordinator. In this capacity she is responsible for the submission of the CoL Annual Certificate of Assurance (ACA) the results of which are to be reported to the Health and Safety Committee.

### **Termly safety assurance inspections of curriculum areas**

Termly safety assurance inspections are undertaken by the Deputy Head (Academic), the results of which are to be reported to the Health and Safety Committee.

### **Periodic site inspections**

The Deputy Head, Head of Operations and Facilities Manager conduct termly 'walkaround' inspections of the site to identify anything unsafe or which, if left unremedied, could become unsafe.

### **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:

- Roland Martin, Headmaster;
- Nicholas Goddard, Governor;
- Joanne Moore, Bursar (Chair);
- Anna Atkins, HR Manager;
- Ed Kennedy, Head of Operations;
- Stuart Bachelor, Deputy Head;
- Kate Barron and Liz Holmden, School Nurse Managers;
- Steve Sarsfield, Staff Representative, Head of Technology, Engineering and Design;
- Andrew Chapman, General Services Manager (Sodexo).
- James Hallam/Sarah Pinniger/Judy Vatcher - Heads of Science (on rotation)
- Alex Truelove – Contingent Commander CCF

The role of the Committee is to:

- Discuss matters concerning health and safety including changes in regulations and guidance;
- 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 needs / 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.

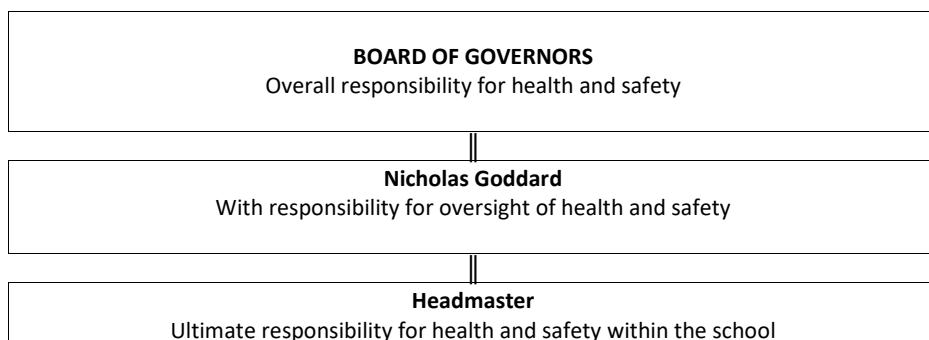
Signed:..... Roland Martin

Headmaster

Date: XX June 2020

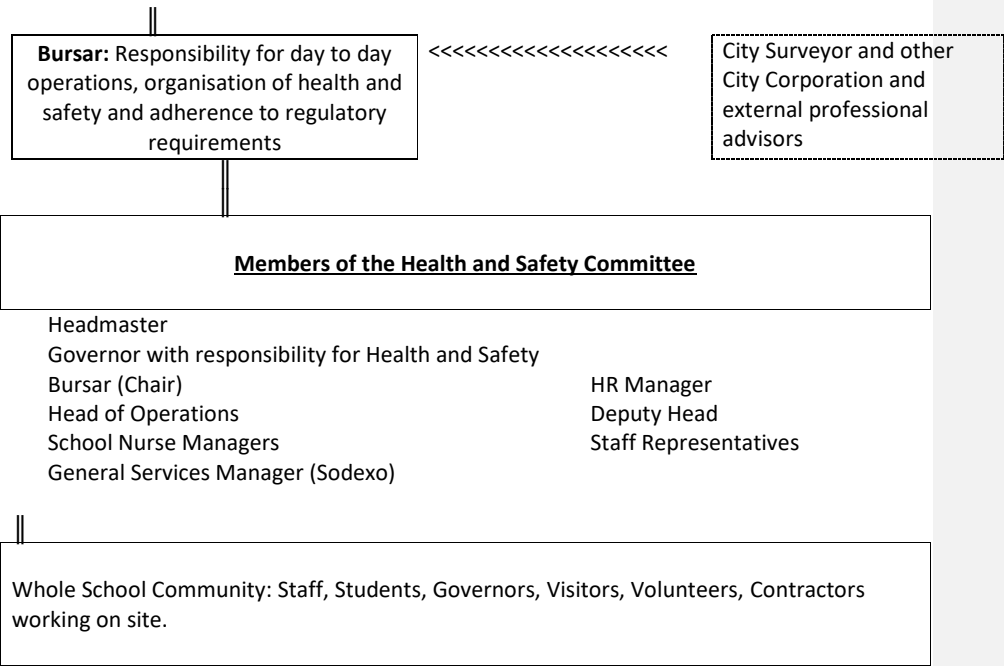
ANNEX TO PART 2

## DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



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### 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:

- PE: where the Director of Sport 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;
- Science: where the Heads of Science subjects keep risk assessments for all experiments and the use and storage of equipment. 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;
- Design and 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;
- Art: where the Head of Art keeps risk and COSHH assessments. Records of staff training are kept;
- Drama/Theatre: 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;
- Kitchen Area: where the General Services 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;

We draw on a range of policies at corporate and local level to address the different areas of health and safety:

- Accident investigation, including statutory reporting under RIDDOR 2013- *Guidance on Reporting Schools Accidents, Incidents and Dangerous Occurrences*
- Asbestos- *City of London Asbestos Policy*
- Chemical Plume- *Marauding Terrorist Attack and Lockdown Policy*
- Contractors on site- *City of London Control of Contractors Policy; Freeman's Contractors on Site Policy*
- Control of Substances Hazardous to Health (COSHH)- *City of London COSHH Guidance*
- Dangerous dog loose on site- *Marauding Terrorist Attack and Lockdown Policy*
- Display Screen Safety- *City of London Display Screen Equipment Policy*
- Electrical Safety- *City of London Building Compliance Standards*
- Emergencies involving health and safety- *Business Continuity Plan*
- Fire safety- *City of London Fire Safety Policy; Freeman's Fire Risk (Prevention) Policy*

- Gas Safety- *City of London Building Compliance Standards*
- Health and Safety (general)- *Corporate Health and Safety Policy*
- Infection Control- *City of London Draft Infection Control*
- Influenza Pandemic Contingency Plan- *Emergency Management Plan*
- Legionella/Water Hygiene- *City of London Building Compliance Standards and Control of Legionella Policy*
- Letting and Hiring- *Freemen's Safeguarding Policy; City of London Procurement Code*
- Lightning Protection- *City of London Building Compliance Standards*
- Lifting Equipment- *City of London Building Compliance Standards*
- Lone working and Preventing Violence- *City of London Lone working and Preventing Violence / HSG 19 Lone Working; Freeman's Security, Access Control, Workplace Safety and Lone Working Policy*
- Manual handling- *City of London Manual Handling Risk Assessment*
- Marauding Terrorist Attack- *Marauding Terrorist Attack and Lockdown Policy*
- Occupational Health- *Occupational Health and Welfare policy*
- Pesticides- *City of London COSHH Guidance*
- Portable Appliance Testing (PAT)- *City of London Building Compliance Standards*
- Pressure vessels- *City of London Building Compliance Standards*
- Risk- *Risk Policy*
- Security- *Security, Access Control, Workplace Safety and Lone Working Policy*
- Slips and Trips- *City of London Health and Safety Policy Guidance on Prevention of Slips, Trips and Falls*
- Swimming pool safety- *Corporate Pool Water Quality*
- Vehicles and on-site movements- *City of London Transport Policy; Freeman's Vehicles Policy*
- Work Experience for Students- *City of London Managers' Guide to Work Experience and Work Experience Health and Safety*
- Working at Height- *Working at Height*

Signed:.....XXXXXX

Bursar

Date: XX June 2020

References:

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- 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, April 2015.
- 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 2014.
- E. Health and Safety: Advice for Schools 2013.
- F. Incident Reporting in Schools: Accidents, Diseases and Dangerous Occurrences, HSE Leaflet of 2013 (Rev1).
- 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. CLSF Safeguarding Policy.
- J. CLSF Accessibility policy.
- K. CLSF Anti-Bullying Policy.
- L. CLSF Drugs & Substance Abuse Policy.
- M. CLSF Educational Visits Policy.
- N. CLSF First Aid Policy.
- O. CLSF Special Educational Needs Policy.
- P. CLSF School Nurse Guidelines.
- Q. City of London Corporate Health and Safety Policy.
- R. City of London Display Screen Equipment Policy
- S. CLEAPSS Guidance including Science and Design & Technology

Health and Safety Policy 2019-20 v1

Next Review Date: Sept 2020

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