

Committee:	Date:
Board of Governors of the Guildhall School of Music & Drama	22 September 2014
Subject: Annual Safeguarding Report and Safeguarding Policy	Public
Report of: Safeguarding Lead, Guildhall School of Music & Drama	For Decision

Summary

This report updates the Board on Safeguarding developments during the Academic Year 2013/14 particularly with regard to:

- Current Safeguarding Arrangements
- Changes to the policy and procedures
- Training undertaken by the Lead Safeguarding Contact, all staff and Governors
- The number and type of incidents/cases reported

Recommendation(s)

Members are asked to:

- Note the report
- Approve the revised Safeguarding Policy (Appendix 1)

Main Report

Background

In the spring Term 2013 the Town Clerk commissioned an independent consultant to review aspects of safeguarding arrangements across the City and where children and young people were involved in GSMD activities.

The Review examined the following areas of safeguarding:-

- Concerns about pupils' welfare including familial abuse; how it is identified, procedures.
- Allegations of abuse by staff including disclosure and associated procedures.

The Review included issues such as:

- Governance arrangements
- Effectiveness of how the school works with other agencies including LADO and Safeguarding Children Board
- Staff supervision, support and training to promote effective safeguarding
- Reporting arrangements and record keeping

Although broadly positive there were a number of recommendations which have now been implemented.

The consultant was asked to return to the GSMD to consider the progress made against the recommendations. His review in May/June 2014 stated that:

"GSMD are to be congratulated for making significant progress against the original recommendations. The Principal and Governing Body have clearly recognised the need to make rapid progress."

Current Position

Alison Mears has been appointed Safeguarding Lead for the Guildhall School. All relevant departments have a Secondary Safeguarding lead. There is now one Safeguarding Policy for the Guildhall School incorporating all relevant areas of the School. This will be reviewed annually and submitted to the Board for approval together with an annual Safeguarding Report. Two Safeguarding Governors have been identified and meet on a termly basis with the Safeguarding Lead, Principal and Head of HR.

An Action Plan has been drawn up in consultation with the Community and Children's Services Departments at the City Corporation which is regularly reviewed. The Safeguarding Lead is now a member of the City and Hackney Safeguarding Children Board and the City Education Sub Group.

All departments of the Guildhall School provide staff with copies of the Safeguarding Policy and associated documentation and require staff to sign a form confirming that

they have read and understood them and will uphold the policy. This includes the need for a parent or carer to attend any lesson which takes place off School premises for any under 18s. From September 2014 all staff will be issued with the Government KCSIE 8 page summary which is recommended for all staff in schools.

One historical concern about a current member of staff has been referred to the LADO but there has been no evidence to substantiate the concern and no concerns have been raised since he has been teaching at the Guildhall School. The member of staff has been informed that we have followed our procedure.

Training

Online training was identified as the best form of training for the varied workforce and a programme was purchased from Educare.

All members of staff in Junior Guildhall, CYM, Creative Learning and Enterprise have completed the Educare online training Package. 77% of the remainder of Guildhall School staff and 91% of the Board of Governors have completed the training to date. Additionally, training for Governors, organised by the Town Clerk, took place in December 2013 and, of the 21 Governors, 11 took part.

The Safeguarding Lead has completed the following training:

Date	Training Provider	Info
3/10/13	Educare	Online training
4/11/13	Incorporated Society of Musicians	Implications of new DBS system and issues for musicians
6/05/14	CHSCB	Training for designated Safeguarding Leads within City and Hackney Services

It is recommended that all secondary safeguarding leads also attend the designated CHSCB course which will be refreshed every 2 years.

Incidents

The following incidents/concerns were reported to the Safeguarding Lead during the Academic Year 2013 – 14:

Date	Dept	Staff/ Student Concern	Reported by	Issue	Action taken	Outcome
05/10/13	Junior Guildhall	Staff	Staff	Historical Allegation	Referred to LADO	Police Contacted. Advised complainant to contact police. No further action

05/10/13	Junior Guildhall	Staff	Staff	Historical Concern	Referred to LADO	No Evidence Monitoring Situation
04/12/13	Junior Guildhall	Student	Staff on information received by parent	Potential Physical Abuse	Contacted staff and Social Services	Monitoring Situation – No Further Concerns Raised
28/01/14	Junior Guildhall	Student	Staff	Potential Self Harm	Meeting with parents	Monitoring Situation – No Further Concerns Raised
29/03/14	Junior Guildhall	Student	Staff	Potential Injury	Meeting with Student. Staff Contacted	Student explained injury. No further action
05/04/14	Junior Guildhall	Student	Staff	Change in behaviour	Staff Contacted	Discussion at Formal Assessment meeting with parent and student.
21/04/14	Junior Guildhall	Student	Student	Weight loss	Staff Contacted	Met with student – said it was exam stress. Monitoring Situation – No Further Concerns Raised
3/05/14	Junior Guildhall	Student	Staff	Disclosure to staff	Separate meetings with child and parent.	Child admitted exaggerating situation. Monitoring Situation – No Further Concerns Raised
7/05/14	Junior Guildhall	Staff	Staff	Historical Concerns	Referred to LADO	Strategy meetings arranged. Monitoring Situation
10/05/14	Junior Guildhall	Student	Staff	Weight Loss	Staff Contacted	Met student and discussion with parents. Attributed to A Level exam stress.
07/06/14	Junior Guildhall	Staff	Student	Difficulties at home – ill father	Staff Contacted	Monitoring Situation – No Further Concerns Raised
14/06/14	Junior Guildhall	Student/Parent	Parent	Parent's mental	Referred to LADO for	Monitoring Situation – No

				health issues	advice	Further Concerns Raised
20/06/14	Junior Guildhall	Student	Staff	Overseas student potential gift from teacher	Head of Brass to clarify situation - language difficulty.	Monitor the situation - No Further Concerns Raised
26/07/14	Enterprise	Student	Staff	Issues on Summer School	Parents informed	Enterprise Department have contacted student and parents.

It is noted that since undertaking the e-learning course, the number of referrals by staff at Junior Guildhall to the Lead Safeguarding Contact has increased from about 4 on average to 12 during the academic year. This is perhaps to be expected as staff would tend to refer more rather than less cases after receiving training.

There have been no referrals from Creative Learning or the Centre for Young Musicians and the Safeguarding Lead discussed anonymous details of the cases referred to her with both the CYM and Creative Learning departments. Both departments confirmed that they had not received any similar cases but would have reported similar concerns to the Safeguarding Lead.

Key Meetings attended by Safeguarding Lead

Date	Meeting
25/09/13	City of London Safeguarding Subcommittee
12/11/13	City Safeguarding Education Forum
26/02/14	Meeting with Chris Pelham and Pat Dixon re Action Plan
14/03/14	Meeting with Safeguarding Governors
18/03/14	City Education Safeguarding Forum
27/03/14	City of London Safeguarding
03/04/14	Meeting with Pat Dixon re Action Plan
09/05/14	Strategy Meeting with LADO and Police
21/05/14	Meeting with Keith Fossey re Safeguarding Review
04/06/14	Meeting with Geoff Harniess re CYM
12/06/14	Strategy Meeting with LADO and Police
20/06/14	City Briefing re Inspection
24/06/14	Meeting with Thomas Hardy re Creative Learning
24/06/14	Meeting with Marianne Le Gallo re Enterprise
24/06/14	City Safeguarding Education Forum
08/07/14	Meeting with Safeguarding Governors
16/07/14	Strategy Meeting with LADO and Police
25/07/14	City of London Safeguarding Subcommittee
01/08/14	Meeting with Pat Dixon LADO re Action Plan

Policy

The Safeguarding Policy has been updated the main changes being as follows:

- The policy now includes Vulnerable Adults as well as children
- The Enterprise department is now included as well as the CYM regional centres
- The layout of the policy has changed including a quick reference guide
- The policy has been streamlined to be relevant to all departments and there has been clarification on a number of issues including off site lessons, giving lifts to students and DBS checks.

Priorities for 2014/15

Training

- 100% completion of Educare training by Governors and Staff
- All deputy Safeguarding Contacts to undertake the CHSCB Course for Safeguarding Leads (to be renewed every 2 years.)
- E learning Training in Safer Recruitment for relevant staff

Staff

- All staff to be issued with the revised Safeguarding Policy and KCSIE Guidance
- Quality Assurance procedures to be put in place for off-site lessons

Action Plan

- Completion of the Action Plan drawn up by Community and Children's Services Departments at the City Corporation

Meetings

- Termly meetings with the Deputy Safeguarding Leads to be established to help embed the procedures and code of conduct across all departments.

Appendices

- Appendix 1 – Guildhall School of Music & Drama Safeguarding Policy

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