

Committee(s)	Dated:
Board of Governors of the Guildhall School of Music & Drama	7 September 2015
Subject: Annual Safeguarding Report and Safeguarding Policy	Public
Report of: Safeguarding Lead, Guildhall School of Music & Drama	For Decision
Summary	
<p>This report updates the Board on Safeguarding developments during the Academic Year 2014/15 particularly with regard to:</p> <ul style="list-style-type: none"> • Current Safeguarding arrangements including update on priorities for 2014/15 • Changes to the Policy and Procedures • Training undertaken by the Safeguarding Lead, staff and governors • The number and type of incidents/cases reported • Priorities for 2015/16 	
Recommendation(s)	
<p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the report. • Approve the revised Safeguarding Policy (Appendix 1) 	

Main Report

Current Position

The Safeguarding Lead is now a member of the City Executive Safeguarding Group, the City Education Sub Group and City Multi Agency Child Sexual Exploitation Group (MASE). The Safeguarding Lead has been asked to represent education in the forthcoming Ofsted safeguarding review of the City services and was asked to chair a session and act as a facilitator at a Safeguarding conference in Chethams in November 2014. The Safeguarding Governors, Principal, Head of HR and the Safeguarding Lead meet termly to discuss any Safeguarding issues.

Links with the City Children's services are strong and the School hosted 8 sessions of "Notice the Signs", a conversation based campaign to raise awareness of the signs of abuse.

All departments of the Guildhall School provided staff with copies of the Safeguarding Policy and associated documentation. Staff were required staff to sign confirming that they had read, understood and would 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. All staff received the KCSIE (Keeping Children Safe In Education) summary in September 2014 and will receive the updated guidance (July 2015) in September 2015.

A former member of Guildhall School music staff stood trial in January and was found guilty of historical sexual offences. As this arrest was made in August 2013 prior to the Safeguarding Lead role, the case is not included in the statistics in the report.

One historical concern about a former member of staff was raised by the LADO. However, following a strategy meeting with the police it emerged that the concern was regarding another musician who had never been a member of Guildhall staff so it was a case of mistaken identity. No other issues concerning staff have been raised this academic year.

As part of the commitment to safeguarding, Conservatoires UK commissioned the NSPCC to undertake a review of Safeguarding procedures across the sector. The initial review involved examining each institution in detail including training and documentation. Following the initial review in June 2015, the following recommendations have been made:

1. To consider putting a link to the Safeguarding Policy on the front page of the website.
2. To look into licensing legislation in regard to child performers and chaperoning.
3. To review safeguarding documentation to ensure all policies and procedures are current, accessible and clear.
4. To review training to include the school safeguarding policy and procedures. Designated officer training should include content on online grooming.

Update on Priorities for 2014/15

Training

- **100% completion of Educare training by Governors and Staff**
All staff and governors completed the Educare training by the end of December 2014
- **All deputy Safeguarding Contacts to undertake the CHSCB (City and Hackney Safeguarding Children Board) Course for Safeguarding Leads (to be renewed every 2 years.)**
Secondary Leads from Creative Learning, Enterprise and CYM have completed the CHSCB Course. Any staff who have not completed the training will take the next course in October 2015.
- **E learning Training in Safer Recruitment for relevant staff**
Relevant staff in HR and under 18 departments have taken the e learning training.

Staff

- **All staff to be issued with the revised Safeguarding Policy and KCSIE Guidance**

All staff teaching under 18s received a copy of the Safeguarding Policy and KCSIE Guidance. The Policy is also on the internet and listed under school policies.

- **Quality Assurance procedures to be put in place for off-site lessons**

Parents have been asked to sign to confirm they understand that students must be accompanied for any off site lessons. Selected students have received questionnaires to check this is happening.

Action Plan

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

The action plan has now been completed and signed off by Children's Services Department.

Meetings

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

The first cross departmental meeting took place on 20/05/2015 and it has been agreed that this will now become a termly meeting.

Policy

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

- The policy has been revised following the NSPCC review including visitors in section 1.4 and the definition of abuse is now in paragraph 4.
- The policy now includes numbered pages and includes revised information on DBS checks for governors.
- Forms of abuse have been updated to reflect current understanding.
- The quick reference guide and key contact details have been updated.
- A new quick reference guide to spotting signs of abuse has been added to Appendix 3.
- The policy has been updated with regard to latest legislation including Female genital mutilation (FGM).
- Inclusion of the Prevent duty to enable staff to identify those who are vulnerable to radicalisation.

Training

Online safeguarding training was identified as the best form of training for the varied workforce and a programme was purchased from Educare. In addition to safeguarding training all users can access a range of related courses at no additional cost.

All members of staff across the school completed the Educare safeguarding online training by the end of 2014. There is now a rolling programme so that all new members of staff will complete the safeguarding training as part of their induction and thereafter on a 3 yearly basis.

All members of the Board of Governors also completed the training and now work is being carried out for all members of the board to undergo DBS checks. New Governors will be asked to complete the Educare training on joining the board

All staff were invited to attend "Notice the Signs" sessions delivered by Pat Dixon, City LADO. The sessions took place on 22 January, 24 January and 5 February 2015 and were attended by a total of 58 staff from across all departments.

The Safeguarding Lead has completed the following training during this academic year:

Date	Training Provider	Info
1/12/14	Ineqe	Safe and Secure Schools and Colleges
4/12/14	Educare	Online Safer Recruitment Training
22/01/15	LADO	Notice the Signs talk
28/07/15	Educare	Safeguarding Vulnerable Young People

Secondary Leads – It is recommended that all secondary safeguarding leads attend the designated CHSCB course which will be refreshed every 2 years. Any members of staff who did not attend this training will attend the next course in October. I was concerned that there did not appear to be reporting from all areas of the school in 2013/14 and contacted the NSPCC for some training materials to help gain a better working understanding of thresholds across departments. All secondary safeguarding leads did some training with the safeguarding lead looking at responses to certain safeguarding scenarios.

Discussions have taken place with the LADO regarding training in areas where there appears to be a trend e.g. eating disorders and self-harm. It has been agreed that a training session will be arranged for all City Schools to address these issues. Additionally, many staff have raised the issue of touch in teaching and a conference is being hosted at the Guildhall School in October which staff will be invited to attend.

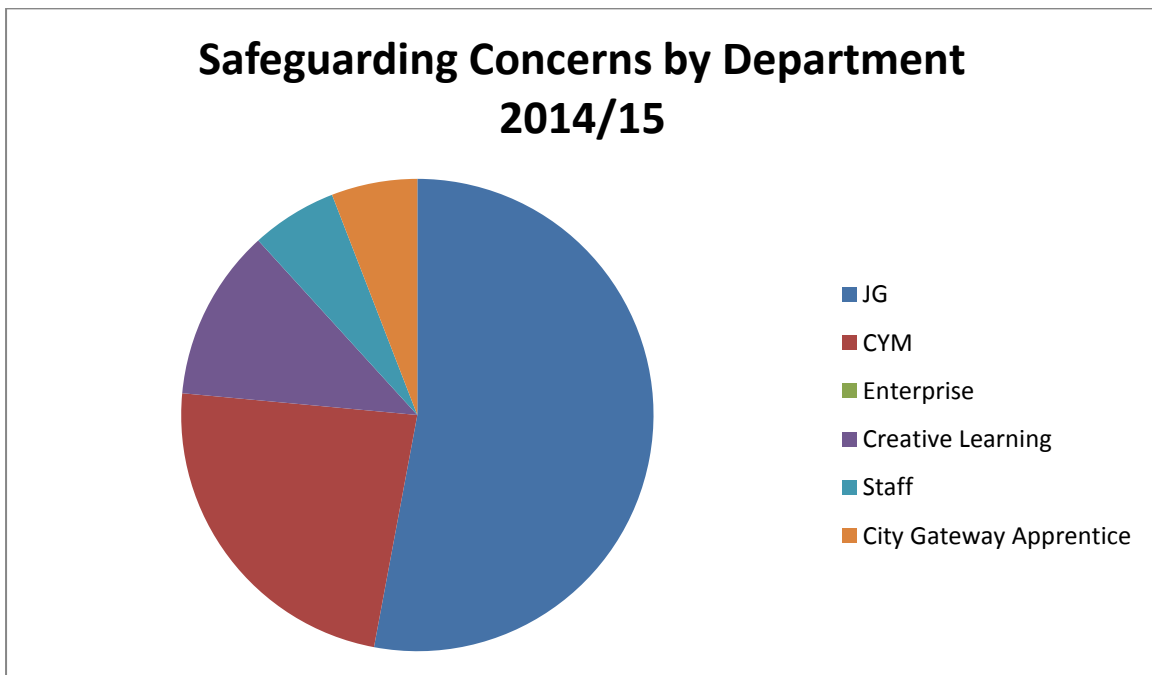
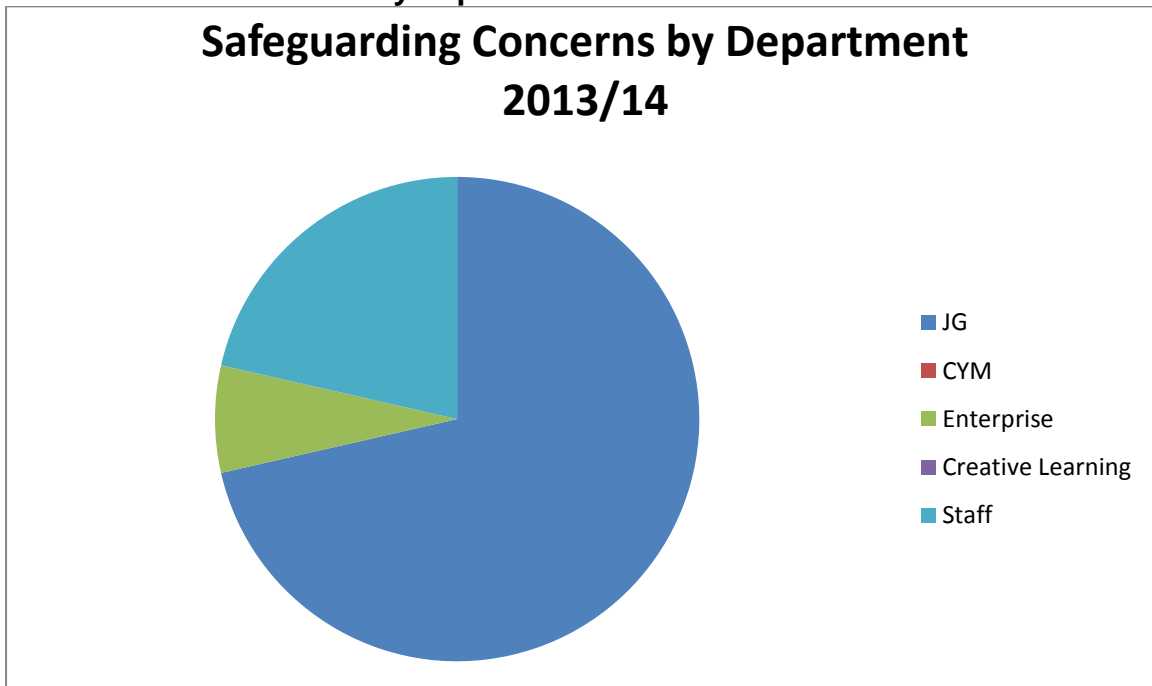
Incidents

Staff have been encouraged to report any potential safeguarding concerns to the Safeguarding Lead which have been stored in an incident log and reported to the Safeguarding Governors on a termly basis.

The log of concerns has been kept for the past two years. In 2013/14 Academic Year there were 14 concerns recorded. In the 2014/15 Academic year there have been 17 concerns recorded. Of the 17 cases logged in 2014/15, there were 5 Safeguarding Concerns that required referrals to outside agencies. Of the remainder of the cases, 6 require ongoing monitoring and 6 are more general issues which have been resolved. It is noted that the numbers of concerns raised has again increased during the 2014/15 academic year. Although the majority of the concerns are not strictly safeguarding issues, they are being logged and monitored as such. Following the

training there have been referrals from more departments within the school as shown in the charts below.

Breakdown of concerns by department

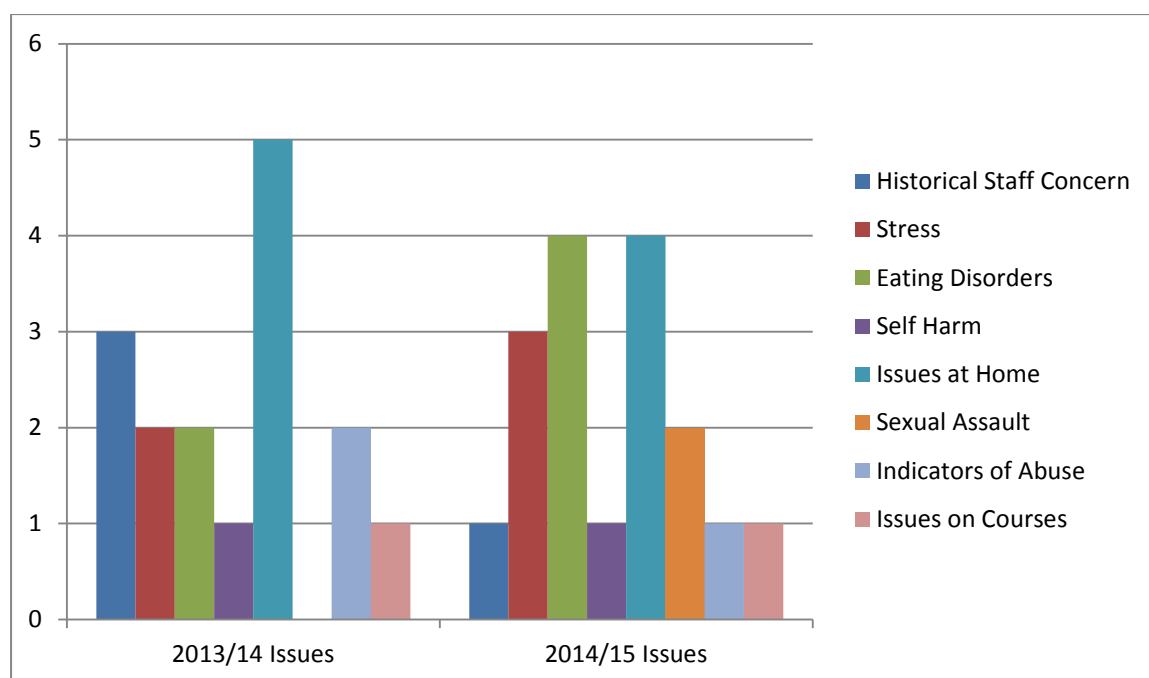


Having now compiled two years of safeguarding statistics, I have started to categorise concerns into general areas to look for any trends.

As can be seen in the table below two specific issues - eating disorders and stress have increased this year. In addition, this year there were 2 cases of sexual assault

reported one of which was a serious historical sexual attack where advice was sought from the safeguarding governors, City LADO and Victim Support.

Comparison of categories of safeguarding concerns 2013/14 and 2014/15



Key Meetings attended by Safeguarding Lead

Date	Meeting
18/09/14	City Education Safeguarding Forum
25/09/14	City of London Safeguarding Subcommittee
23/10/14	Meeting re Summer Schools with Enterprise and Facilities
21/11/14	Safeguarding Seminar at Chethams
27/11/14	City of London Executive Group
09/12/14	Meeting with Safeguarding Governors
10/02/15	City MASE Group
04/03/15	City Education Safeguarding Forum
15/04/15	Meeting with Safeguarding Governors
28/04/15	City MASE Group
05/05/15	Meeting with Shaun Kelly NSPCC
07/05/15	City of London Executive Group
08/05/15	CHSCB Annual Conference
20/05/15	Meeting with Secondary Safeguarding Leads
20/05/15	Strategy Meeting with LADO and Police
06/07/15	Multi Agency Briefing Event
17/07/15	Meeting with Safeguarding Governors
22/07/15	City of London Executive Group
22/07/15	Meeting with Pat Dixon LADO re Training for Next Year

Priorities for 2015/16

Training

- All deputy Safeguarding Contacts to complete the CHSCB Course for Safeguarding Leads (to be renewed every 2 years.)
- To identify a suitable course for secondary lead (adults)

- Training to include grooming for secondary safeguarding leads
- All relevant staff to be invited to attend the ISM/ABO conference on Safeguarding in education

- Continue rolling programme of Educare training as part of induction and also include training on the policy as part of the induction
- E learning Training in Safer Recruitment for relevant staff

- To encourage more staff to access the CHSCB training courses

Staff

- All staff to be issued with the revised Safeguarding Policy and revised KCSIE Guidance

- All staff to be issued with Prevent Radicalisation flow chart
- Staff to be given information about FGM (Female Genital Mutilation)
- To look at support for staff dealing with a disclosure.

- Further Quality Assurance procedures to be put in place for off-site lessons

NSPCC

- To implement NSPCC recommendations and work towards achieving the NSPCC Kite Mark.

I am most grateful to the Board for recognising the need for collective responsibility in completing the safeguarding training and especially to Marianne Fredericks and Christina Coker for their advice and support.

Appendices

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

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