

# **Chetham's School of Music**

## **Independent Safeguarding Commission**

### **Terms of Reference**

April 2014

## **1 Introduction**

- 1.1 The Feoffees and School Committee of Chetham's School of Music have resolved to establish an Independent Safeguarding Commission.
- 1.2 The purposes of this Commission shall include but will not necessarily be limited to:
  - 1.2.1 advising the Feoffees and School Committee;
  - 1.2.2 scrutinising, questioning, monitoring and challenging;
  - 1.2.3 overseeing or assisting the School;
  - 1.2.4 providing quality assurance to the School;in matters relating to child protection and the safeguarding of children in the care of the School.
- 1.3 These are the terms of reference for the Commission.

## **2 Definitions and Interpretation**

**Commission** means the Independent Safeguarding Commission established by the Feoffees and the School Committee in furtherance of these Terms of Reference;

**Designated Person for Child Protection** means the individual appointed to that position by the School Committee in accordance with the provisions of the School's Child Protection Policy.

**Feoffees** means the body of Feoffees responsible for the administration of the Foundation known as The Hospital and Library Founded by Humphrey Chetham, Esquire and incorporated by King Charles II in accordance with the terms of Charitable Schemes made on 27 May 1952, 13 October 1955 and 22 October 1969.

**Member** means a member of the Commission

**School** means Chetham's School of Music as now or in the future constituted.

**School Committee** means the body registered with the Department for Education as the registered proprietor of the School and with responsibility for the management of the School.

**Terms of Reference** means these Terms of Reference and any associated rules governing any aspect of the Commission's work or procedures.

## **3 Membership and quoracy**

- 3.1 Each Member of the Commission will be appointed by the Feoffees and the School Committee.
- 3.2 The Commission will comprise no fewer than three members. No Member of the Commission shall be a member of the School Committee.
- 3.3 Each Member will serve on the Commission for a period not exceeding three years. Any Member may be appointed by the Commission to serve one or more subsequent periods the duration of which shall be at the discretion of the Commission.

- 3.4 The Commission will elect a Member to be its chairman (the **Chairman**).
- 3.5 The Commission will elect a Secretary.
- 3.6 Meetings of the Commission shall be quorate with a minimum of three Members in attendance.

#### **4 Duties and responsibilities**

- 4.1 The duties and responsibilities of the Commission shall subject to paragraph 5.1 below include:
  - 4.1.1 Scrutiny of the policies, procedures and arrangements implemented from time to time by the School to secure the protection of children and the safer recruitment of staff and volunteers;
  - 4.1.2 Monitoring the School's compliance with such policies, procedures and arrangements;
  - 4.1.3 Identification and monitoring of the strengths and weaknesses of the policies and procedures and making recommendations for rectification of any weaknesses;
  - 4.1.4 Oversight of the pastoral care and security at the School so far as it relates to the protection of children;
  - 4.1.5 Review and commentary after the event on:
    - 4.1.5.1 the conduct of investigations carried out by the School or a local authority or where disclosure or allegations of abuse against a child are made, rumoured or suspected;
    - 4.1.5.2 the findings of any inspection body contained in any inspection report or advice note prepared by inspectors;
  - 4.1.6 Identification of any risks to be added to or deleted from the School's risk management policy from time to time;
  - 4.1.7 Review, on a regular basis, the Commission's own performance and terms of reference to ensure it is operating at maximum effectiveness;
  - 4.1.8 Monitoring of the School's relationships with statutory and non-statutory agencies including The Greater Manchester Police, Manchester City Children's Services, Ofsted, The Independent Schools Inspectorate and the Local Safeguarding Children's Board;
  - 4.1.9 Preparation and presentation of a report to the Feoffees and the School Committee at least once during each academic year.
- 4.2 The Commission and Members shall at all times have regard for the safety, security and welfare of each and all pupils in the care of the School.

## **5 Powers and authorities**

5.1 It is intended that the Commission shall:

5.1.1 not be part of the management and running of the School;

5.1.2 act in an advisory capacity based on its own observations and information provided to it by the School; and

5.1.3 shall not be a decision making body.

5.2 The Commission is authorised by the School Committee to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any member of the School community or independent listener. The School will invite cooperation from members of the School community with any request made by the Commission.

5.3 The Commission may only obtain outside legal or other independent professional advice with the prior consent of the School Committee.

## **6 Meetings and attendance**

6.1 The Commission shall meet on a minimum of two occasions in each calendar year.

6.2 The date, location and time of each meeting shall be determined by the Commission from time to time.

6.3 The Commission may invite any School employee Feoffee or member of the School Committee to attend meetings of the Commission either regularly or by invitation. Invitees have no right or duty to attend such meetings.

6.4 The Commission may also invite any other person whose attendance it considers necessary or desirable to attend any meeting either regularly or by invitation. Invitees have no right or duty to attend such meetings.

## **7 Minutes**

7.1 The Secretary will arrange for the taking a minute of the proceedings in each Commission meeting. The minute taker may be an employee of the School.

7.2 Minutes of each Commission meeting will be sent by the Secretary to:

7.2.1 each Member of the Commission; and

7.2.2 the Chair of Feoffees; and

7.2.3 the Chair of the School Committee; and

7.2.4 the Head of the School; and

7.2.5 the School's Designated Person for Child Protection;

within seven working days of the meeting.

7.3 A summary of the minutes as approved by the Commission will be made available on the School website.

Issue date:

Review date: