

Chetham's School of Music

Independent Safeguarding Commission

Terms of Reference

1 Introduction

- 1.1 In 2013 the Feoffees and School Committee (now Governing Body) of Chetham's School of Music (the School) 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 Governing Body;
 - 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 Governing Body in furtherance of these Terms of Reference;

Designated Safeguarding Lead (DSL) means the individual appointed to that position by the Governing Body 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.

Governing Body 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.

Member means a member of the Commission

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

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 Governing Body.
- 3.2 The Commission will comprise no fewer than three members. No Member of the Commission shall be a member of the Governing Body.
- 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 appoint a Member to be its chair (the **Chair**).
- 3.5 The Commission will appoint a Secretary.
- 3.6 The process and procedure for the appointment of Chair and Secretary shall be a matter for the Commission to determine
- 3.7 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 Manchester Safeguarding Partnership (formerly Local Safeguarding Children's Board);
 - 4.1.9 Preparation and presentation of a report to the Feoffees and the Governing Body 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 Governing Body 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 the School's 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 Governing Body.

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 Governing Body 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 of 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 Governing Body; and
 - 7.2.4 the Head of the School; and
 - 7.2.5 the DSL;

within twenty one days of the meeting or as soon thereafter as is reasonably practicable.

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

Issue date: Original Terms of Reference approved and adopted at the meeting of Independent Safeguarding Commission held on 29 April 2014

Review date: Approved by Governing Body (18 May 2021) and Feoffees (23 June 2021)