



To be read in conjunction with all other policies plus:-
Community Cohesion and Equalities Scheme

SAFEGUARDING CHILD PROTECTION POLICY AND PROCEDURES 2017

Context

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State¹.

The policy is consistent with:

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002, and the department for Education statutory guidance "Keeping children safe in Education" and "Working Together to Safeguard Children"
- The procedures of South Gloucestershire Safeguarding Children Board available on their website, which contains inter-agency processes, protocols and expectations for safeguarding children.

Definitions

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Protecting children from maltreatment is important in preventing the impairment of health or development though that in itself may be insufficient to ensure that children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

¹ Safeguarding Children and Safer Recruitment in Education – DfES 2007

Footnote: Senior staff and governors will always check for any known changes in legislation or local requirements before applying this policy.



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Safeguarding Policy Statement

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse as an important part of a wider safeguarding system for children. This system is described in statutory guidance *Working together to safeguard children 2015* and *Keeping children safe in education 2016*. We acknowledge our responsibilities to both protect children from maltreatment and prevent impairment. We will promote their welfare by taking a child centred and coordinated approach to safeguarding. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. We also have a duty to create opportunities for children to achieve their full potential, thus giving them optimum life chances in adulthood. We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. This includes any form of bullying (for example, racist).

We recognise that many of the risks to children in the 'real world' equally apply to 'virtual world' that children and young people may encounter when they use ICT in its various forms. We take seriously our responsibility to educate our children to help them to become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make online. Our aim is to teach them the appropriate behaviours and critical thinking skills to remain both safe and legal online, wherever and whenever they use technology.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. We believe it is important that the voice of the child is 'heard' and that the day to day life experiences of the child in their own home are captured and

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contribute to any planning and provision. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Our school believes in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage in the SAF (Single Assessment Framework) process for any child in our school for whom we feel this is appropriate.

In our school, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures of South Gloucestershire Safeguarding Children Board which are to be found at www.swcpp.org.uk

As a consequence, we

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body;
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by South Gloucestershire Safeguarding Children Board (SGSCB)
- will share our concerns with others who need to know, and assist in any referral process
- will ensure all staff understand their role and responsibility in understanding the world the child is living in, hearing the child's voice and gathering information about the day to day experience of the child in the home which may contribute to planning and provision
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Social Care in accordance with the procedures issued by South Gloucestershire Safeguarding Children Board. If a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead, the

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designated safeguarding lead should be informed as soon as possible that a referral has been made.

- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, or technology
- will ensure that all staff are aware of the child protection procedures established by South Gloucestershire Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.
- will maintain an attitude of 'it could happen here' where safeguarding is concerned.
- when concerned about the welfare of a child, staff members should always act in the best interests of the child.

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Listening to children

Safeguarding children is about listening to them and understanding the world they are living in.

Experience, and consultation with children, shows that they will talk about their concerns and problems to people they feel they can trust and they feel comfortable with.

It is therefore essential that all staff and volunteers in our school know how to respond sensitively to a child's concerns, who to approach for advice about them, and the importance of not guaranteeing complete confidentiality. The family context of the child and detail of their day-to-day life at home is also an important part of really listening to the child.

Children also want to know that they will be listened to and their concerns will be taken seriously. We seek to demonstrate to our children that they are in a safe environment where it is okay to talk by displaying helpful information about such things as national children's help lines (ChildLine, NSPCC) and peer support schemes for children and young people in easily accessible places which can encourage them to share concerns and help provide assurance about that.

Any member of staff or volunteer who is approached by a child wanting to talk will listen positively and reassure the child. They will record the discussion with the pupil as soon as possible and take action in accordance with these child protection procedures.

The way in which a member of staff talks to a child who discloses abuse could have an effect on the evidence that is put forward if there are subsequent proceedings, and it is important that staff do not jump to conclusions, ask leading questions, or put words in a child's mouth. If a child makes a disclosure to a member of staff s/he should write a record of the conversation as soon as possible, distinguishing clearly between fact, observation, allegation and opinion, noting any action taken in cases of possible abuse, and signing and dating the note.

DESIGNATED MEMBER OF STAFF

1. The designated senior member of staff (designated person) for child protection in this school is:

Juliet Lambert Headteacher

2. In their absence, these matters will be dealt with by:

Jodie Tumelty Deputy Headteacher

3. The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

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4. The school recognises that

- The designated person must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- All members of staff (including volunteers) must be made aware of who this person is and what their role is.
- The designated person will act as a source of advice and coordinate action within the school over child protection cases
- The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given.
- The designated person is the first person to whom members of staff report concerns.
- The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by SGSCB.
- The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Social care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by South Gloucestershire Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, refer to the Safeguarding Children Strategic manager of SGSCB to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, Connexions personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Liaise with the head teacher (if not head teacher) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.

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- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how South Gloucestershire Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

DESIGNATED GOVERNOR

The Designated Governor for Child Protection at this school is:

Jennifer Norris

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- They attend training Child Protection/Safeguarding training for Governors
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by South Gloucestershire Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

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SAFER RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We will ensure that at least one member of any interview panel has completed certified Safer Recruitment Training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be²
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person.

Staff will attend refresher training every three years, and the designated person and their designated deputy every two years.

² e.g., through birth certificate, passport, new style driving licence, etc...

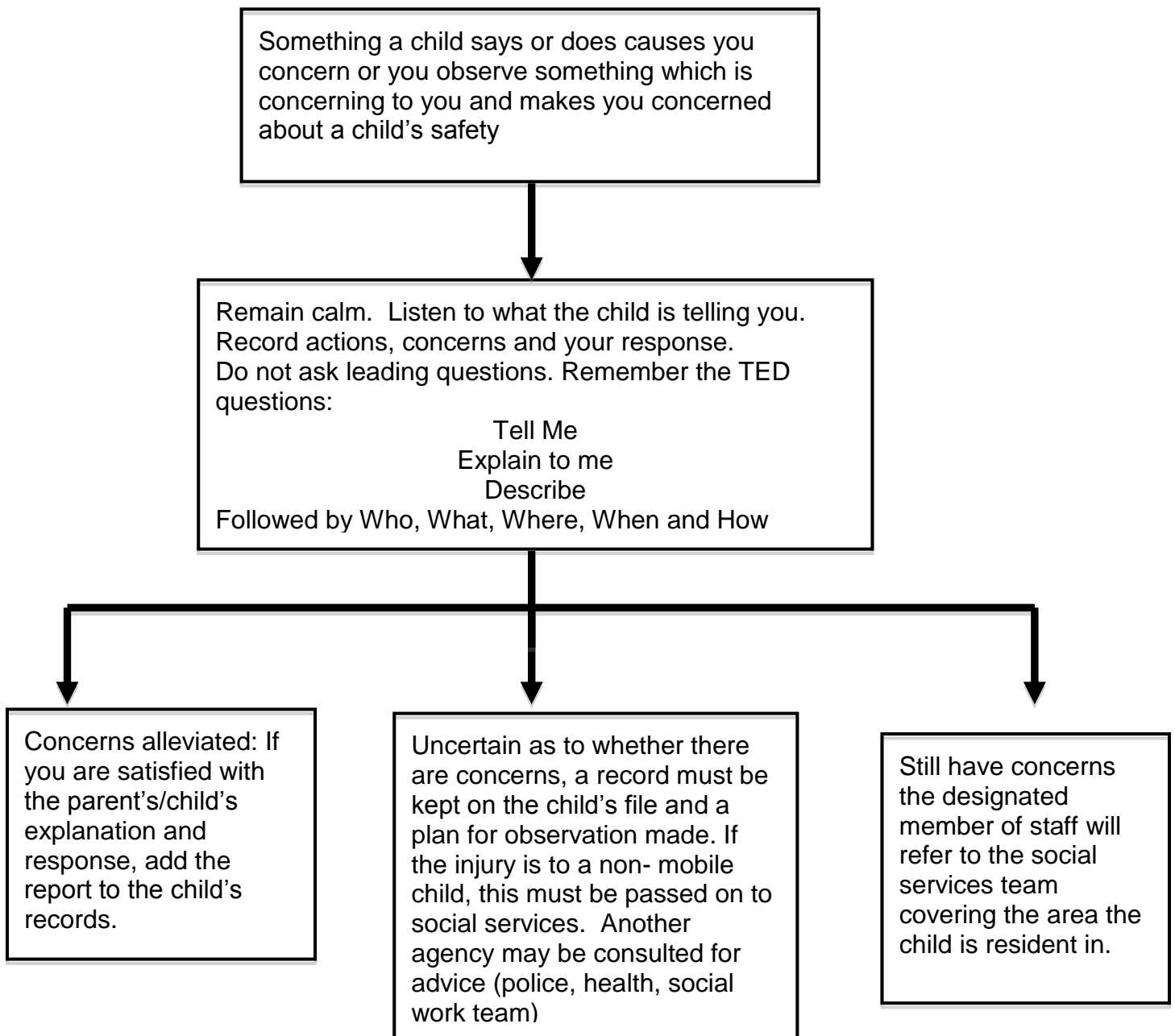
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CHILD PROTECTION PROCEDURE

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, volunteers and staff will follow these procedures



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Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Upon the receipt of any information from a child, or any person who has suspicions that a child may be at risk of harm, or if anyone observes injuries that appear to be non-accidental, or where a child or young person makes a direct allegation or implies that they have been abused, makes an allegation against a member of staff³ they must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree action to take.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of South Gloucestershire Safeguarding Children Board.

If a member of staff has concerns about the conduct of the head teacher they should report it to the chair of governors (Michelle Clark) or directly to the South Gloucestershire Safeguarding Children Board or Local Authority Designated Officer (LADO) Tina Wilson. This Information is displayed in all adult toilets and staffroom.

ABUSE AND NEGLECT

Abuse and neglect are forms of maltreatment towards a child. An adult or adults or another child or children can abuse or neglect a child by inflicting or not preventing harm.

Significant harm includes:

1. Neglect – persistent failure to meet a child’s basic physical and/or psychological wellbeing, this includes failure to:
 - Provide adequate food clothing or shelter
 - Protect the child from physical and emotional harm or danger including online
 - Provide adequate supervision of the child
 - Access appropriate medical care or treatment
 - Respond to a child’s basic emotional needs
2. Physical abuse – physical harm to a child can include:
 - Hitting
 - Shaking
 - Throwing
 - Burning
 - Fabricating symptoms or deliberately inducing illness
3. Sexual abuse – this can involve:

³ Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

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- Forcing or enticing a child to take part in sexual activities
 - Penetrative or non penetrative acts
 - Non contact activities, such as involving children in watching sexual activities, exposure to inappropriate materials or encouraging children to behave in sexually inappropriate ways
4. Emotional abuse - The persistent or severe emotional maltreatment of a child so that there is a severe adverse effect on the child's emotional development. This can include:
- Bullying or making them feel like they are in danger
 - Making the child feel worthless or unloved
 - Making unrealistic expectations of a child
 - Denying them normal social interactions

SPECIFIC SAFEGUARDING ISSUES

When specific safeguarding issues are suspected or identified, expert and professional organisations are best placed to provide up-to-date guidance and practical support. For example information for schools and colleges can be found on the [TES website](#) and NSPCC website. There is access to broad government guidance on the issues listed below via the GOV.UK website:

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- trafficking
- children missing education

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- child missing from home/care

SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies and procedures on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- E-Safety
- Medical Needs/ First Aid
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home. (see Anti- Bullying policy)
- Safer recruitment and code of conduct for staff.
- Racist incidents
- Confidentiality
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's/carer's permission and we will actively discourage parents/carers from publishing photographs or video onto social media sites.

We will not allow images of pupils to be used on school website without parental permission.

We will not allow images of pupils to be used in, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

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The school cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.

CONFIDENTIALITY

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and South Gloucestershire Safeguarding Board procedures, we will view this as misconduct, and take appropriate action

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
 - Where the member of staff has received suitable training
- (See also behaviour policy.)

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ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by SGSCB.

The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

The head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority.

BEFORE AND AFTER SCHOOL ACTIVITIES

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

CONTRACTED SERVICES

Where the Governing Bodies contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN

Allegations may be made against another child in a variety of ways:

- Child/parent makes a direct allegation or express discomfort at the way in which another child is behaving.
- Another child, member of staff or volunteer may directly observe behaviour from one child towards another that gives cause for concern.
- A child may volunteer information that they have harmed another child.

When an allegation is made against a child the details will be recorded as per the child protection procedure outlined above. The designated member of staff must be informed who

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will investigate the matter further and refer to the relevant Children's Services as necessary. As part of this investigation, the child who is subject to the allegation should be informed of what has been said against them and the parents contacted. Measures will be taken to protect both the child who has been allegedly abused and the child who has allegedly perpetrated the abuse from immediate harm and or danger.

WORKING WITH PARENTS AND CARERS

INFORMATION FOR PARENTS

Our school is committed to good systems for protecting children and safeguarding their welfare, throughout all the activities we undertake. This means that staff and volunteers must be alert to possible concerns about children and report these in a proper fashion. This safeguarding policy details the procedures.

It is important for parents to be aware that:

Staff and volunteers have a duty to report concerns about a child, whether this means the child may be in need of some extra support or whether a child may have been abused or at risk of abuse.

In some cases the school is obliged to refer children to social services. In the majority of cases there will already have been discussion between schools staff and the parents of the child, and the situation and concerns will not be a surprise to parents. However, parents may not be told that their child has been referred to Social Services if it is thought that this might put the child at risk.

If parents have serious concerns about their child contact should be made directly with the Social Services department of the Local Authority. For any enquiries about issues that have arisen in school, contact the head teacher.

REVIEW

This policy will be reviewed and updated on an annual basis.

CONCLUSION

This school fully recognises the contribution it can make to protecting and safeguarding children. This will take place through 3 main elements:

- Prevention, by creating a positive school atmosphere,
- Teaching and pastoral support for pupils.
- Protection, by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns and by offering confidential support to pupils and to staff.

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Signed: Michelle Clark

(Full Governor Meeting)

Date 9th January 2017

Chair of Governors

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