

# **Investigation into an allegation about Jimmy Savile at an unnamed children's home in Bournemouth**

A report by Bournemouth Borough Council  
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## Contents

1.	Introduction	2
2.	Terms of reference	4
3.	Executive summary and recommendations	7
4.	Approach to the investigation	9
5.	Investigation of current allegation(s)/information	11
6.	Current policies, practice and procedures	16
7.	Overall analysis and conclusions	17
8.	Recommendations	18
Appendix A	Team Biographies	19
Appendix B	Document Review	22
Appendix C	Investigation Project Plan	23

## 1. Introduction

- 1.1 On 3 October 2012 ITV broadcast an Exposure programme 'The other side of Jimmy Savile' featuring women who reported that they had been abused by Jimmy Savile. Following this programme other people came forward to report that they had also been abused by Jimmy Savile and others. In response to this the Metropolitan Police Services set up Operation Yewtree. Towards the end of 2013 the Department of Health shared with the Department for Education information gathered by the Metropolitan Police Services concerning 22 allegations linked to children's homes and schools which were duly passed onto Local Authorities for investigation.
- 1.2 Lucy Scott-Moncrieff has been appointed to provide oversight and assurance to these investigations. Verita, a consultancy specialising in investigations and reviews, are supporting Lucy Scott-Moncrieff in her role.
- 1.3 Bournemouth Borough Council's ('the Council') investigation was set up in response to the request by the Department of Education on 21 March 2014 for the Council to investigate an allegation regarding an incident that allegedly took place in a Bournemouth children's home.
- 1.4 The Bournemouth investigation sought to ascertain the truth behind the allegation and to ensure that any lessons for current practice were identified and acted upon. Only one allegation has been passed to the Council to investigate, and this is not linked to any other investigations.
- 1.5 The informant alleges that when residing in a children's home in Bournemouth about 40 years ago, she attended a party where Jimmy Savile was a guest. At the end of the party when Jimmy Savile was saying goodbye to the children he kissed her on the mouth and in doing so put his tongue in her mouth. The informant did not report this incident to the police at the time.
- 1.6 The local investigation was commissioned by Jane Portman – Deputy Chief Executive and Executive Director Adults and Children's Directorate in Bournemouth, on behalf of the Council. Before publication the report was accepted by Jane Portman, on behalf of the Council.

1.7 The investigation took place between 7 April 2014 and 9 July 2014.

The investigation was overseen by a Lead Investigator, who attended a national meeting in London at the Department for Education on 25 April 2014 with the Council's Legal Advisor.

## **2. Terms of Reference**

The following Terms of Reference were devised on 25 April 2014. They were approved by the council and agreed by Verita.

**An investigation into ‘matters relating to an allegation made against Jimmy Savile at a Children’s Home (yet to be identified) in Bournemouth.’**

### **REASON FOR THE INVESTIGATION**

The Executive Director of Adults and Children’s Services at the Council has commissioned this investigation into an allegation about Jimmy Savile at a Children’s Home in Bournemouth, thought to be under the management of the Council and its predecessor bodies (all such institutions herein referred to as ‘the Council’), following allegations that Jimmy Savile sexually assaulted a female child aged 13-14 years old (N565) during his voluntary or fund-raising activities 40 years ago.

### **I. THE INVESTIGATION TEAM**

- Jane White – Lead Investigator – Service Manager – Referral, Assessment and Safeguarding Service. Children’s Social Care
- Simon Oxford – Team Manager – Referral, Assessment and Safeguarding Service - Children’s Social Care
- Pam Singleton – Practice Manager – Referral, Assessment and Safeguarding Service - Children’s Social Care
- Anne Mitchell – Social Worker – Referral, Assessment and Safeguarding Service – Children’s Social Care
- Lissy Linehan – Team Administrator - Children’s Social Care
- Debra Jones – Children’s Strategy Officer – Commissioning
- Debbie Bayliff – Project Support Officer - Commissioning
- Sue Turner - Bournemouth Borough Council Senior Legal Adviser

### **II. BOURNEMOUTH AND POOLE LOCAL SAFEGUARDING CHILDREN BOARD**

The Investigation Team will provide regular progress reports to the Independent Chair, Bournemouth and Poole Local Safeguarding Children Board, and its Executive Board.

### III. KEY ISSUES

The Council will work with independent assurance from Lucy Scott-Moncrieff, appointed by the Secretary of State for Education to oversee the investigations relating to children's homes and schools with which Jimmy Savile was associated, to produce a written report that will:

- I. Investigate any past and current complaints and incidents concerning Jimmy Savile's behaviour with a specific focus on the period 1967 -1973 (aligned to the details of the informant's allegation), at any of the organizations owned, managed or commissioned by the Council including:
  - Where the alleged incident occurred;
  - Who was involved;
  - What occurred;
  - Whether the incident was reported at the time and whether or not it was investigated and appropriate action taken;
  - Where complaints or incidents were not previously reported, nor investigated, or where no appropriate action was taken, we will consider the reasons for this, including the part played, if any, by Jimmy Savile's celebrity or fundraising role within the organization.
- II. Thoroughly examine and account for Jimmy Savile's association with the Council including approval for any roles and the decision-making process relating to these.
- III. Identify a chronology of Jimmy Savile's involvement with the Council. This will include reviewing any available documents that are relevant to the investigation.
- IV. Consider whether Jimmy Savile was at any time accorded special access or other privileges, and/or was not subject to usual or appropriate supervision and oversight. This will include any vetting or other safeguards to the home, and what whistle blowing and complaints procedures were in place at the time.

- V. Consider the extent to which any such special access and/or privileges and/or lack of supervision and oversight resulted from Jimmy Savile's celebrity, or fundraising role within the organization.
- VI. Review relevant policies, procedures and practices throughout the time of Jimmy Savile's association with the Council and compliance with these.
- VII. Review Jimmy Savile's fundraising activities connected with any identified children's home in Bournemouth and any issues that arose in relation to the governance, accountability for and the use of funds raised by him or on his initiative/with his involvement. During the course of this investigation should it come to light that an association with Jimmy Savile led to charitable donations to the home, the governance arranged around such donations will be examined and reviewed.
- VIII. Review the Council's current policies and practice relating to the matters mentioned above, including employment checks, safeguarding, access to children (including that afforded to volunteers and celebrities) and fundraising in order to assess their fitness for purpose. Ensure safeguards are in place to prevent a recurrence of matters of concern identified that require immediate attention.
- IX. Identify recommendations for further action and future learning.

The investigation does not have the power to impose disciplinary sanctions or make findings as to criminal or civil liability. Where evidence is obtained of conduct that indicates the potential commission of criminal offences, the police will need to be informed. In the first instance contact should be made with the Metropolitan Police (Operation Yewtree). Where such evidence indicates the potential commission of disciplinary offences, the relevant employers will need to be informed.

Jane White  
Service Manager - Children's Social Care  
Bournemouth Borough Council  
25<sup>th</sup> April 2014

### **3. Executive Summary and Recommendations**

- 3.1 This investigation was commissioned by The Executive Director of Adults and Children's Services at Bournemouth Borough Council in light of an allegation that related to Jimmy Savile's behaviour towards an informant when she lived in a Bournemouth Children's Home. The informant did not report the incident to the police at the time it occurred.
- 3.3 In the original statement to the police in 2012 and interviews in 2014, the informant provided very limited information about the allegation but thought that the incident occurred when she was aged about 13 or 14. She was unable to recall the name or location of the children's home, or any identifying features of the area. She recalled at the time she had attended an all-girls private school in Bournemouth but was not able to remember its name.
- 3.4 An investigation was carried out, focussing on the years 1967 to 1973. This timeframe was used as the informant would have been between the ages of 12 and 18.
- 3.5 Following the informant's consent, searches were undertaken to establish any links with a children's home in Bournemouth. Searches included education records and child health records.
- 3.6 Searches were undertaken of education, health, Children's Society and social care records and none were found about the informant being in Bournemouth during the relevant period.
- 3.7 A search was also undertaken for the informant's parents on the electoral role. The parents were not listed.
- 3.8 Media searches were undertaken of any local events where Jimmy Savile was present during the relevant period. Four articles were found about Jimmy Savile, however these did not place him at any events in or related to children's homes in Bournemouth. A search of the Mayors' diaries for the years around the alleged incident contained no references to Jimmy Savile.



- 3.9 As a result of the unsuccessful searches the investigation team were unable to identify the home where the alleged incident took place or to establish any connection between the informant, therefore the Council has not been able to find evidence to support or disprove the allegation made by the informant.
- 3.10 As the investigation team were unable to establish where the alleged incident took place, it was not possible to look at the policies and procedures that were in place in the establishment at the time of the alleged incident.
- 3.11 In respect of Council run children's homes, the investigation enquired after policies and procedures that would have been in place at the time of the alleged incident. The policies and procedures that existed at the relevant time no longer exist as they have been either updated or replaced and old copies have not been retained.
- 3.12 The investigation team reviewed the Council's current policies and procedures in respect of safeguarding children and young people. These policies were considered to be in accordance with best practice and fit for purpose to safeguard children.
- 3.13 A recommendation from this investigation is that a further policy will be produced that will deal specifically with visitors and VIPs to the Council's children's residential establishments. In addition the Council will be making additions to the Code of Conduct relating to elected members visiting children's residential establishments.

## **4. Approach to the Investigation**

- 4.1 On receiving the information from the informant an investigation team was formed to undertake all necessary investigation in a timely and thorough manner.
- 4.2 The Terms of Reference were prepared and a Project plan developed from these (Appendix C).
- 4.3 The informant was contacted by letter on 11 April 2014, and by telephone on 23 April 2014 and 22 May 2014. The informant was visited by one of the investigating team on 2 June 2014.
- 4.4 The two telephone interviews were recorded and transcribed, and confirmed for accuracy with the informant and the interviewer. The informant was offered support services, however this support was declined.
- 4.5 In order for the investigation to be undertaken the informant gave consent for the investigation team to access records, including health and education records.
- 4.6 Archives were searched in Bournemouth, Hampshire and Dorset. The reason for this was that prior to 1 April 1974 Bournemouth was a County Borough Council and was responsible for the delivery of Social Services, within the county of Hampshire. With effect from 1 April 1974 responsibility for Social Services and other services passed to Dorset County Council. From 1 April 1997 those services transferred to Bournemouth Borough Council.
- 4.7 Research was undertaken about children's homes in Bournemouth; for records of children within children's homes; for the informant's parental details on the electoral role; of the informant's educational and healthcare records in order to establish any connection between the informant and Bournemouth; and for any likely places that the alleged incident may have taken place.
- 4.8 The Dorset Echo archive and the Mayor's diaries were searched and reviewed for the relevant period to look for any links between Jimmy Savile and the Council.
- 4.9 If it had been possible to establish where the alleged incident took place this would have resulted in interviews being undertaken of members of staff, and further

research into any connection between the organisation running the establishment and Jimmy Savile.

- 4.10 The document review was split between members of the project team. Documents included Bournemouth Borough Council's policies and procedures relating to the safeguarding of children and young people, relevant articles in the press, and the Mayor's diaries 1967 – 1973 (see full list at Appendix B).

## **5. Investigation of current allegation(s)/information**

- 5.1 The Council was provided with a copy of the allegation, made by the informant on 17 October 2012, to the police in Lancashire.
- 5.2 On 11 April 2014 the Council wrote to the informant to let her know that it was investigating the complaint she had made. The letter told the informant that the Council wanted to speak to her to provide an update on the investigation, and asking if she would be willing to discuss the information she provided to the police. The letter also told the informant of the need for the Council to record conversations and for her to provide consent to this. The informant was asked to complete a consent form to give permission to the Council to contact agencies. No response was received.
- 5.3 The informant was contacted by telephone by the investigating officer, on 23 April 2014 at which point her verbal consent was given to undertaking the searches needed to progress the investigation.
- 5.4 A further telephone call was made to the informant on 22 May 2014 to update her about the investigation. At this time the informant provided verbal consent for her current GP practice to be contacted to attempt to ascertain whether her health records contained a reference to a Bournemouth address. She subsequently confirmed her consent for this in writing.
- 5.5 When an investigator met with the informant on 2 June 2014 she confirmed the alleged incident that she reported to the police in 2012: The alleged incident took place when the informant was about the age of 13; she ran away from home, was taken by the police and placed in a children's home in Bournemouth. There was a party for one of the younger children in the home to which Jimmy Savile was invited. After the party Jimmy Savile went to see the older children, and on departing gave each child a kiss. As he went to kiss the informant goodbye, although she was leaning in with her cheek, he managed to kiss her and put his tongue in her mouth.
- 5.6 The informant told the police that she had not reported the alleged incident to the police at the time it occurred.
- 5.7 When the informant was contacted, by telephone by the investigating officer, on 23 April 2014 she gave the name she had been known by during the relevant period and

the names of her parents. The investigator asked the informant about where she lived prior to going into the home. The informant said that she had lived in Boscombe (an area of Bournemouth) but was unable to remember the address. The informant also talked about going to a private all girls' school in Boscombe, but was unable to remember the name of the school. She said that it was not there anymore and might now be a language school. The informant was unable to recollect any landmarks to help identify where she lived, where the school was or the children's home.

- 5.8 As the informant was unable to identify the children's home she lived in, the investigating team started a search to establish which children's homes were in operation in the area during the relevant time period.
- 5.9 A search for the informant's social care records was undertaken at the point when the complaint was received by the Council, to try to establish her connection with the Council. Bournemouth children's social care records did not have any information about the informant.
- 5.10 Prior to 1 April 1974, Bournemouth was a County Borough Council and was responsible for the delivery of Social Services, within the county of Hampshire. On 8 April 2014 the Subject Access Request team of Hampshire County Council was contacted by telephone as part of the investigation. On 10 April 2014 Hampshire County Council confirmed that they did not hold any information about the informant having undertaken a search of the records they hold.
- 5.11 With effect from 1 April 1974 responsibility for Social Services and other services passed to Dorset County Council due to boundary changes within the county. From 1 April 1997 the responsibility for Social Services transferred to Bournemouth Borough Council. On 8 April 2014 the Data Protection Officer at Dorset County Council was contacted by email as part of the investigation. On 9 April 2014 the Data Protection Officer confirmed that they did not hold any information about the informant, having undertaken a search of the records they hold.
- 5.12 The Children's Society was contacted, as during the relevant period they were responsible for the running of a home for girls in Bournemouth known as St Katherine's. The Children's Society advised by email on 28 April 2014 that they had admission records relating to the period but had no record of the informant.

- 5.13 At the visit to the informant on 2 June 2014 the informant reported that the name of the children's home *St Katherine's* was not familiar to her, and so she did not believe this would have been the children's home she was in.
- 5.14 The electoral register was also searched on 28 April 2014 for the names of the informant's parents to establish a connection between the informant and Bournemouth, but no record of them was found.
- 5.15 Information was sought from a senior service manager of the Council's Children and Young People's Service who advised on 6 May 2014 that school records are kept in line with 'Schools Records Management', which means that they are retained for 25 years.
- 5.16 On 29 April 2014 child health records were sought in respect of the informant; however, these are not retained beyond 26 years from birth. The Lloyd George envelope (the physical envelope used to store primary care records in England prior to computerisation) held at the informant's current GP does not commence until 12 September 1973, by which time the informant was aged 18.
- 5.17 The result of all these searches was that it was not possible to determine where the informant or her family lived between 1967 and 1973.
- 5.18 Searches were undertaken of local newspapers for any reported visits, which Jimmy Savile may have made during the relevant time period to any children's homes in Bournemouth. None were found. The four short articles found in the local newspapers were regarding Jimmy Savile's work with Stoke Mandeville, and his promotion of his property and business associations in Bournemouth during the period that the informant alleges that the incident took place.
- 5.19 Additional searches of the relevant period were made of the Bournemouth Mayors' official engagement diaries which are held by the Mayor's office. This was in order to ascertain whether Jimmy Savile attended any mayoral functions or mayoral children's home visits. Diaries of 1967 – 1973 were reviewed and they contained no references to Jimmy Savile.

- 5.20 On 2 June 2014 a visit to the informant was undertaken by an investigator. The purpose was to share the findings of the investigation to date. During the initial telephone discussion with the informant on 23 April 2014 reference had been made to a memory of the home whose name may have included the word 'West'. During the visit the informant asked if there was a 'Westbourne' connection to Bournemouth, which the investigator confirmed. Westbourne is an area in Bournemouth.
- 5.21 Whilst there was no children's home operating in Westbourne during the relevant period there was a children's observation and assessment centre run by the Council in the West Howe area of Bournemouth at 30 Mandale Road. The site has since been redeveloped.
- 5.22 A current member of staff who was employed in the Council at the time reported that the observation and assessment centre was a residential unit known as the 'Working Girls Hostel'. On 4 June 2014 the archive departments of Bournemouth Borough Council, Dorset County Council and Hampshire County Council were telephoned regarding records relating to this service. Searches were unsuccessful and no records were found about the provision.
- 5.23 The Council still employs members of staff who worked at 30 Mandale Road, however they were not in post during the relevant period. These staff were contacted on 3 June 2014 and asked if they were aware of where any records relating to the establishment would have been held/ archived during the time of their employment. They were unable to provide any information that enabled records to be located.
- 5.24 As it was not possible to confirm the children's home/organisation where the alleged incident took place, it was not possible to locate or review any documentation relating to the running of the establishment where the alleged incident took place. Having no evidence to support the alleged incident taking place at the Children's Society home, the only other children's homes where the alleged incident could have taken place would have been the responsibility of the Council, so only the policies and procedures relating to the Council were subject to review.
- 5.25 The investigation team were unable to establish what the Social Care record keeping procedures were, or the record keeping procedures for Council run children's homes at the time of the alleged incident. Social Care records of residents at local authority-

run children's homes in the Bournemouth area during 1967 to 1973 could not be located.

5.26 The only remaining children's home run by the Council is Milton House. The current manager confirmed that they have not retained policies and procedures for the relevant period due to them being replaced when they have been revised and updated, and therefore no historic policies exist.



## **6. Current Policies, Practice and Procedures**

6.1 As part of this investigation the investigation team have reviewed the Council's current policies, practice and procedures as requested in the Terms of Reference. The investigative team concluded these to be in accordance with best practice and fit for purpose to safeguard children. Children are encouraged to talk to their Social Workers and to say if they are unhappy in any way. Children's views are monitored closely by Independent Reviewing Officers. There is a strong advocacy contract with an external provider who will be advised to ensure the issues raised in this investigation are taken into consideration so they are alert for the future.

6.2 In order to underpin current practice, the Council are preparing a 'Visitors and VIPs' policy. This requires that all visitors and VIPs to residential establishments within the Borough are not left alone unsupervised with children without a current Disclosure and Barring Service check; and also provides clarity on what to do in relation to family members. The policy will be framed to include a process on an individual case by case basis to ensure any unsupervised visits are thoroughly risk assessed. In addition the Council will be making relevant additions based on learning from this investigation to the Code of Conduct relating to elected members visiting children's residential establishments.

6.3 Current policies that have been reviewed as part of this investigation:

- Recruitment and selection – currently under review
- Safeguarding children – October 2011- to be reviewed to include taking children out on trips
- Volunteering Policy – March 2014
- Conduct and discipline – 2008; currently under review
- Whistleblowing – May 2014
- Workplace violence and aggression – October 2012
- Safeguarding adults – July 2011
- Complaints – July 2011
- Dignity at work – within 'Equality & Diversity Policy' – April 2013
- Information governance – a new framework is out for consultation - September 2013
- Retention of documents - Procedures – January 2014. Records for Children in Care are now kept for 75 years.

## **7. Overall analysis and conclusions**

The investigative team research showed that during the relevant period:

- There are no media reports of Jimmy Savile visiting Children's homes in Bournemouth.
- There are no records that connect Jimmy Savile with Bournemouth Council.
- The informant's parents' names do not appear on the Bournemouth electoral register.
- Records relating to local authority-run children's homes in the Bournemouth area during 1967 to 1973 could not be located.
- Education and children's health care records for the timeframe 1967 to 1973 would have been destroyed in line with the policies.
- Policies and procedures for council-run homes in the 1960s and 1970s are no longer in existence.

In light of the findings above, if the informant was in a children's home at the time of the alleged incident the Council would not now have her records.

Having undertaken and completed the investigation in accordance with the terms of reference the Council has not been able to find evidence to support or disprove the allegation made by the informant.

## **8. Recommendations**

- 8.1 That the Council prepare a policy to support practice around visitors and VIPs visiting children's residential establishments.
- 8.2 That the Council make relevant additions based on learning from this investigation to the Code of Conduct, relating to elected members visiting children's residential establishments.
- 8.3 Both actions will be undertaken at the earliest possible opportunity under the lead of Kim Drake, Service Director, Children's Social Care.

### Investigation team biographies

Each member of the team confirmed that they have no personal or professional experience of having resided or worked in any Residential Children's facility.

They have no personal or professional knowledge or previous connection with Jimmy Savile or any charity or organisation he may have had links with prior to his death. This is naturally with the exclusion of having knowledge of him as a celebrity via media coverage throughout his life and subsequently following his death with regard to media information about historic allegations about him.

Therefore they each believe that they are independent and do not have any conflict of interest that would impact on their suitability to be part of this Investigation Team.

#### **Jane White**

My name is Jane White, I am Service Manager for the Referral, Assessment and Safeguarding Service in Bournemouth Children's Social Care. I have worked in Bournemouth since March 2013. Prior to this I worked within Poole Children's Services from October 2010. I worked for the National Care Advisory Service 2008 to 2010, Southampton City Council 2004 to 2010 and in Wiltshire County Council from 1994 to 2004. I completed my Diploma in Social Work DIP (HE) in 2001 and I am registered with HCPC. I have completed a variety of training since this time, including both the PQ1 and Post Graduate Childcare Award, a Diploma in Management and a post graduate certificate in Leadership and Management. I also hold a Certificate in Integrated Performance Management for Public Care 2007 and a Practice Teacher Award. I have completed regular Safeguarding training alongside Achieving Best Evidence and many other professionally relevant training courses. I have no personal or professional knowledge of the informant other than as part of this Investigation Team.

#### **Susan Turner**

My name is Susan Turner. I am a qualified Solicitor and practise under the Solicitors Regulation Authority. I was admitted as a Solicitor on 15 September 1994. I have worked for the Council for 17 years.

#### **Simon Oxford**

My name is Simon Oxford, I am a Team Manager in Children FIRST Team of Bournemouth Children's Social Care. I have worked for Bournemouth Children's Social Care since February 2014. Prior to that I worked within Poole Children's Services from 2004, Surrey

County Council from 2002-2004, Poole Children's Services 2001-2002, Bournemouth Children's Social Care from April 1997 until 2001, Dorset Children's Social Care from 1989. I completed Dip SW in 1994. I am a Registered Social Worker SW37265 having registered with HCPC 01.12.12.

I have completed a wide variety of training during this period including being awarded Leadership and Management degree in Health & Social Care BA 2003, regular Safeguarding Training, ABE interviews and multiple relevant training to my profession.

### **Pam Singleton**

My name is Pam Singleton, I am a Practice Manager in Children FIRST Team of Bournemouth Children's Social Care. I have worked for Bournemouth Children's Social Care since April 1997. Prior to that I worked within Dorset Children's Services in the Bournemouth area from January 1997. I completed Dip SW in July 2006. I am a Registered Social Worker SW66515 having registered with HCPC 01.12.12.

I have completed a wide variety of training during this period including regular Safeguarding Training, Communication & Listening Skills, Basic Counselling Skills and ABE interviews.

### **Anne Mitchell**

My name is Anne Mitchell and I'm a Social Worker based in Children FIRST and Assessment Team in Children's Social Care at the Council. I have been in this position since October 2013. Prior to this I worked as a Social Worker in the Child Protection & Wellbeing team at Devon County Council and as an Assistant Team Manager at Monmouthshire County Council.

I have completed a wide variety of training during my career including BSc (Hons) Social Policy, Social Work & DipSW and Preliminary Certificate in Social Care.

Therefore I believe that I am independent and do not have any conflict of interest that would impact on my suitability to be part of this Investigation Team.

### **Lissy Linehan**

My name is Lissy Linehan, I am a Team Administrator within Children's Social Care at the Council and I have been in this role since August 2012. Prior to this, I worked at Dorset County Council as an Administrative Assistant, again within Children's Services, for approximately 5 years. Before this, I attended full-time education. I worked on this investigation for 37 hours per week from 31<sup>st</sup> March 2014 to 30<sup>th</sup> April 2014.

I have attended appropriate training for this role, which comprises of Safeguarding, Data Protection and Customer Service.

**Debra Jones**

My name is Debra Jones, I am the Council's Children's Strategy Officer within Commissioning. I have worked for the Council since October 2012. Prior to that I worked for a private care provider (older people) in Dorset, having spent 8 years previously (2002 – 2010) as an Inspector for the organisation now know as the Care Quality Commission. Directly before that I spent 2 years as Director of Operations for Age Concern Southwark. I have worked for Westminster, Camden and Southwark Councils primarily in homelessness, commissioning and contracting.

I have completed a wide variety of training during my career including Safeguarding Training, Communication & Listening Skills, and Project Management.

**Deborah Bayliff**

My name is Deborah Bayliff, I am a Project Support Officer within Children's Commissioning at the Council and I have been in this role since September 2013. Prior to this, I worked in Adult Social Care at the Council, preceded by 3.5 years working in the third sector as an Office Administrator. I have also worked in administrative roles for the Borough of Poole, Bournemouth University and Dorset NHS.

I have attended appropriate training for this role, which comprises of Handling Personal information, Information Security and Data Protection.

### Document Review

#### Searches undertaken for the relevant period:-

- Children's Social Care Records – Bournemouth, Hampshire, and Dorset
- Children's Society records
- Electoral Register
- Education records
- Child health records
- Internet – Google (Searches for children's homes in Bournemouth during the relevant period and any links between Bournemouth and Jimmy Savile).
- Facebook (Searches for managing officers at 30 Mandale Road during the relevant period)
- Planning and libraries (Searches for records regarding children's homes in operation during the relevant period)
- Lloyd George records held by informant's current GP
- Archives – looking for records of children's homes operating in Bournemouth and specifically those relating to 30 Mandale Road, West Howe, Bournemouth, BH11 8HZ – Bournemouth, Hampshire, Dorset

#### Documents read:-

- Current policies and procedures – Bournemouth Borough Council
- Copies of Echo (local newspaper) pages featuring Jimmy Savile 1967 – 1973
- Ofsted reports – 2012 – 2013
- Bournemouth Mayoral diaries 1967 – 1973

## Appendix C

### Investigation Project plan

	Objective	Action	Allocated	Target date
1	Investigate any past and current complaints and incidents concerning Jimmy Savile's behaviour during the period 1967 -1973, at any of the organisations owned, managed or commissioned by the Council and its predecessor bodies.	<p>Establish BBC boundaries – any parts then in Hampshire</p> <p>Establish what homes / facilities existed – public and charity</p> <p>Establish whether any complaints received re JS / any incidents known</p>	<p>LL</p> <p>LL/ PS</p>	<p>25/4/14</p> <p>25/4/14</p>
2	<ul style="list-style-type: none"> <li>• Establish extent of JS' involvement with BBC.</li> <li>• Thoroughly examine and account for Jimmy Savile's association with the Council and its predecessor bodies, including approval for any roles and the decision-making process relating to these.</li> <li>• Identify a chronology of JS's involvement with the Council and its predecessor bodies. This will include archive records, and media coverage including press release including associated links with the Council.</li> <li>• Consider whether Jimmy Savile was at any time accorded special access or other privileges, and/or was not subject to usual or appropriate supervision and oversight. This will include any vetting or other safeguards to the home, and what whistle blowing and complaints procedures were in place at the time.</li> </ul>	<p>Contact comms re any</p> <ul style="list-style-type: none"> <li>• archive material</li> <li>• media coverage</li> <li>• press releases linking JS with BBC</li> </ul> <p>Look at library archive – Echo 1967 – 73</p>	<p>LL/ KB</p> <p>LL</p>	<p>22/4/14</p> <p>24/4/14</p>
3	Review relevant policies, procedures and practices throughout the time of Jimmy Savile's association with the Council and its predecessor bodies and compliance with	Track down policies etc of homes –and compliance with these.	LL	24/4/14



	<b>Objective</b>	<b>Action</b>	<b>Allocated</b>	<b>Target date</b>
	these.			
4	Review Jimmy Savile's fundraising activities connected with any identified children's home in Bournemouth and any issues that arose in relation to the governance, accountability for and the use of funds raised by him or on his initiative/with his involvement (examine and review governance arrangements around such donations).	Establish what homes / facilities existed – public and charity – and if can link with incident  Establish if can link any JS fundraising with home where incident thought to have occurred	LL / PS	24/4/14
5	Review the Council's current policies and practice relating to the matters mentioned above, including employment checks, safeguarding, access to children (including that afforded to volunteers and celebrities) and fundraising in order to assess their fitness for purpose.	Review policies and practice relating to <ul style="list-style-type: none"> <li>• Recruitment and selection</li> <li>• Safeguarding children</li> <li>• Volunteering</li> <li>• Conduct and discipline</li> <li>• Whistleblowing</li> <li>• Violence and aggression</li> <li>• Safeguarding adults</li> <li>• Complaints</li> <li>• Dignity at work</li> <li>• Information governance</li> <li>• Retention of documents</li> <li>• Visitors and VIPs</li> <li>• Any other relevant policies</li> </ul> Check that they include access re volunteers and celebrities	SO/ JW	21/5/14
6	Ensure safeguards are in place to prevent a recurrence of matters of concern identified that require immediate attention.	Make assessment of this once policies / procedures reviewed	SO/JW	21/5/14
7	Identify recommendations for further action and future learning.	Do this during investigation / note in report	SO/JW	21/5/14
8	Collect documents as per agreed list to inform the investigation / report	Agree list Agree process for identifying and locating documents –	SO/LL	21/5/14

	<b>Objective</b>	<b>Action</b>	<b>Allocated</b>	<b>Target date</b>
		which from where Set up space to collect documents		
9	Contact and interview witnesses	Develop witness support protocol if needed:- Agree how to find witnesses – internal and external Agree witness interview protocols – invite letter / template etc	SO/JW	N/A
10	Contact and interview informant	Develop victim support protocol if needed:- Agree victim interview protocols – invite letter / template etc	PS	24/4/14
11	TOR to Verita		ST	7/4/14 25/4/14
12	Attend meeting for investigators		JW/ ST	25/4/14
13	Report	Draft the report	SO	17/5/14 - 24/5/14
		To legal advisor for sign off – ST	SO/ ST	24/5/14
		Report to Verita Request for extension agreed	DJ	30/5/14 06/6/14
		To legal advisor for sign off – ST	JW	10/07/14
		To Jane Portman for sign off	JW/ ST	11/07/14
		Report to Verita	JW	11/07/14
14	Methodology	Agree methodology and approach – including how reviewing documents	JW/SO	24/4/14