



**Material Change Inspection Report**

**Luckley House School**

**July 2024**

## School's details

<b>School name</b>	Luckley House School		
<b>DfE number</b>	872/6000		
<b>Registered charity number</b>	309099		
<b>Address</b>	Luckley House School Luckley Road Wokingham Berkshire RG40 3EU		
<b>Telephone number</b>	0118 978 4175		
<b>Email address</b>	office@luckleyhouseschool.org		
<b>Headteacher</b>	Mrs Areti Bizior		
<b>Chair of governors</b>	Mrs Claire Tao		
<b>Proprietor</b>	Luckley-Oakfield Trust Ltd		
<b>Age Range</b>	11 to 18		
<b>Number of pupils on roll</b>	377		
	<b>Day pupils</b>	355	<b>Boarders</b> 22
	<b>Seniors</b>	296	<b>Sixth Form</b> 81
<b>Date of inspection</b>	1 July 2024		

# 1. Introduction

## Characteristics of the school

- 1.1 Luckley House School is a co-educational day and boarding school. The school is a charitable company overseen by a board of governors who are also trustees of the school. It is divided into the senior school and the sixth form. Boarders are accommodated in two houses on the main school campus. Boarders are separated in each house by gender. The school has 137 pupils who require support for special educational needs and/or disabilities. Two have an education, health and care plan. There are 14 pupils who speak English as an additional language.
- 1.2 The school's previous inspection was a focused compliance and educational quality inspection in January 2020. Since then, a new head has been appointed and the site has been developed, including enhanced sports facilities, refurbishment of boarding houses and the creation of a new sixth form common room.

## Purpose of the inspection

- 1.3 This was an announced material change inspection at the request of the Department for Education (DfE) to assess the school's proposal to increase the maximum number of pupils from 380 to 425.
- 1.4 The inspection focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs). There is no proposed change in the boarding arrangements or numbers and so the National Minimum Standards for Boarding 2022 were not inspected.

Regulations which were the focus of the inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Met</b>
Part 3, paragraph 11 (health and safety)	<b>Met</b>
Part 3, paragraph 12 (fire safety)	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils)	<b>Met</b>
Part 3, paragraph 16 (risk assessment)	<b>Met</b>
Part 4, paragraphs 18 - 21 (suitability of staff, supply staff and proprietors)	<b>Met</b>
Part 5, paragraphs 23 to 29 (premises and accommodation)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 8, paragraph 34 (leadership and management)	<b>Met</b>

## 2. Inspection findings

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7]

#### Safeguarding policy

- 2.1 The school meets the requirements.
- 2.2 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

#### Safeguarding implementation

- 2.3 The school meets the standard.
- 2.4 Implementation of the school's safeguarding procedures is effective in providing appropriate support for pupils' needs.
- 2.5 Safeguarding procedures are implemented effectively to safeguard children at risk and those in need. Staff show effective understanding of their responsibilities, including in those areas which are the focus of most recent changes in safeguarding guidance, in particular in the procedures to monitor and filter the use of the internet. Suitable recruitment procedures for staff are included within the safeguarding policy. These are expanded on in a separate recruitment procedure and guidance notes agreed by the governors for each check. Staff show appropriate awareness of the staff code of conduct and safeguarding procedures. They use the school's low-level concerns procedures appropriately. In interviews, staff showed effective understanding of the training they have received in these areas, including the most recent training which reflected the new elements in *Keeping Children Safe in Education* (KCSIE) 2023. They are aware of who to go to if they have a concern or receive a disclosure and also that they can make a referral to children's services if necessary.
- 2.6 The safeguarding policy includes suitable definitions of abuse. It provides appropriate guidance regarding incidents of possible abuse by one or more pupils against another pupil, including linking such abuse to bullying. Suitable risk assessment procedures are provided for determining where immediate action is required in such cases, including referral to local agencies. The school has an effective understanding of the local guidance on reporting child-on-child abuse. Discussion with the safeguarding lead for the school confirmed that pupils receive help to address risks and prevent issues escalating. Leaders act on and refer the early signs of risk or need, monitor any potential for radicalisation, and ensure the school listens to the views of individual pupils as required by KCSIE. This is confirmed in written evidence from suitable records. Such records are kept confidential.
- 2.7 Staff with particular responsibilities monitor children in need effectively. Effective communication is maintained with parents where appropriate. Staff are clear that they cannot promise confidentiality if a parent makes a disclosure which requires action to be taken by the safeguarding team or external agencies. Pupils receive guidance on staying safe and show understanding of what they have been taught, including in relation to e-safety. They confirm that the school takes actions when they express concerns.
- 2.8 The safeguarding policy gives contact details as required for local agencies. Suitable arrangements for handling allegations against staff are included in safeguarding procedures; they include seeking immediate advice from the local authority designated safeguarding officer (LADO). The school understands its role in reporting any person whose services are no longer used where referral criteria are met to the Disclosure and Barring Service (DBS) and/or the Teacher Regulation Agency (TRA). Alternative persons of appropriate status are provided in the absence of the safeguarding lead.

- 2.9 Annual review of safeguarding is appropriate. There is regular contact between those with safeguarding responsibilities and a nominated governor to liaise regarding safeguarding, who reviews implementation formally each half term. When incidents linked to safeguarding occur, they are communicated to governors through regular reports. Leaders and governors undertake appropriate reviews of any incident. The school keeps a separate record of safeguarding issues related to any inappropriate racial or sexual behaviour and takes suitable action.
- 2.10 The training for the safeguarding team is appropriate. Training is held in the school for teaching and non-teaching staff, including minibuses drivers, and for governors. Training is of sufficient quality and scope and staff understanding is checked appropriately. Central records of staff attendance at training are kept systematically and these enable any staff who miss training to receive appropriate alternative guidance.
- 2.11 The size of the safeguarding team has been increased in readiness for the envisaged increase in pupil numbers. The arrangements are likely to be sufficient to meet the needs of pupils.

### **Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11]**

- 2.12 The school meets the standard.
- 2.13 The proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy. Records show that testing of electrical, water and other utilities is regularly undertaken. Regular surveys of trees are undertaken, and checks are made after any high winds. Staff are trained effectively in health and safety. They deal promptly and appropriately with accidents if they occur. There have been no reportable serious accidents since the previous inspection. Systematic record keeping ensures that trends are identified, and steps taken to mitigate recurrence of any health and safety issues. The arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

### **Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12]**

- 2.14 The school meets the standard.
- 2.15 The school has a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances. A fire risk assessment of all buildings has been undertaken by a suitably qualified person. Fire procedures are understood by, and appropriate training provided for, staff and pupils. Termly fire drills are carried out and recorded. The arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

### **Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14]**

- 2.16 The school meets the standard.
- 2.17 Pupils are properly supervised by qualified and trained staff. Supervision arrangements are amended appropriately when the regular evaluation of risks to pupils shows this to be necessary. The arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

### **Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16]**

- 2.18 The school meets the standard.
- 2.19 Governors and school leaders have drawn up a suitable, strategic risk plan to identify and mitigate any risk to pupils' wellbeing as a consequence of the increase in school numbers. The risk assessment

policy clearly describes the lines of responsibility and the approaches to be taken to identify and mitigate risk. There are appropriate assessments of risk for in-school activities, school visits, and for the needs of individual pupils both while in school and in the surrounding area. Appropriate action is taken to mitigate risks identified. The arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

### **Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21]**

- 2.20 The school meets the standards.
- 2.21 All the required checks on staff and governors are carried out and completed before they take up their posts. The school does not employ supply staff. Contractors send the school up-to-date information on checks they have undertaken on their employees, and the school makes appropriate further checks on arrival. Adults resident on site are suitably checked and understand their safeguarding responsibilities.
- 2.22 The school maintains correctly an accurate single central register of appointments which includes the dates on which all checks have been completed.
- 2.23 The arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

### **Premises and accommodation [ISSR Part 5, paragraphs 23-29]**

- 2.24 The school meets the standard.
- 2.25 Suitable toilet and changing facilities, and showering facilities where required by the standard, and appropriate accommodation for pupils' medical and therapy needs are provided. The premises are maintained to a standard commensurate with health and safety; acoustics and lighting are appropriate; water provision is adequate. The new building completed since the previous inspection will accommodate the proposed increase in numbers. Suitable outdoor space both on and off site is provided for physical education and outdoor play. The arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

### **Provision of information [ISSR Part 6, paragraph 32(1)(c)]**

- 2.26 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are published on the school's website.

### **Quality of leadership and management [ISSR Part 8, paragraph 34]**

- 2.27 The school meets the standard.
- 2.28 Appropriate procedures are implemented which allow senior leaders and governors to manage safeguarding and welfare arrangements and monitor compliance with regulations, including those concerned with staff recruitment and handling parents' complaints. Governors regularly review policies and the manner in which they are implemented, as do senior leaders. Governors and leaders have considered the wellbeing of pupils with suitable care in their application to increase pupil numbers.

### **3. Recommendation with regard to material change inspection**

#### **Recommendation**

3.1 It is recommended that the application to increase pupil numbers to 425 be approved.

## **4. Summary of evidence**

- 4.1 The inspector held discussions with the head, senior leaders and other members of staff and met remotely with the chair of governors and safeguarding governor. He visited different areas of the school and talked with groups of pupils. He scrutinised a range of documentation, records and policies.