



## **Material Change Inspection Report**

**Annan School**

**July 2024**

## School's details

<b>School</b>	Annan School			
<b>DfE number</b>	845/6059			
<b>Address</b>	Annan School Annan Farm Lewes Road Easons Green Uckfield East Sussex TN22 5RE			
<b>Telephone number</b>	01825 841410			
<b>Email address</b>	office@annanschool.co.uk			
<b>Principal</b>	Mrs Deborah Hunter			
<b>Proprietors</b>	Mr Mark Hunter and Mrs Deborah Hunter			
<b>Age range</b>	2 to 11			
<b>Number of pupils on roll</b>	98			
	<b>EYFS</b>	32	<b>Y1-6</b>	66
<b>Date of inspection</b>	1 July 2024			

## 1. Introduction

### Characteristics of the school

- 1.1 Annan School is a co-educational day school located near Uckfield. The school is a limited company managed and governed by its two directors, one of whom is also the school's principal. It includes an early years setting. The school has 16 pupils who require support for special educational needs and/or disabilities. Two pupils have an education, health and care plan. English is an additional language for two pupils. The school's previous inspection was a routine inspection in December 2023.

### Purpose of the inspection

- 1.2 This was an announced material change inspection at the request of the Department for Education (DfE) to assess the school's proposal to increase pupil numbers to 128. The inspection focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs) and requirements of the Early Years Statutory Framework.

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)	<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 the proprietor)	<b>Met</b>
Part 5, paragraphs 22 – 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 The arrangements for safeguarding the wellbeing of pupils, including children in the early years, are implemented effectively. For example, specific guidance such as that related to the use of devices capable of taking photographs in the early years setting is followed throughout the school.
- 2.5 There is an appropriate team of safeguarding leaders which includes a designated lead practitioner for the early years. Members of the safeguarding team undertake suitably regular training at the appropriate level, as do the proprietors. The safeguarding lead has the appropriate seniority and independence to carry out the role effectively. The proprietors have considered effectively the possibility of expanding the team were pupil numbers to rise to the new maximum registered number.
- 2.6 All staff receive regular and appropriate safeguarding training so that they are aware of the latest statutory guidance, for example *Keeping Children Safe in Education (KCSIE)*. This is in addition to their responsibilities in other areas, for example under the Prevent strategy. New members of staff receive a suitable process of induction. This ensures that they are aware of their safeguarding responsibilities from the outset of their employment, as well as their obligations under the school's code of conduct. The safeguarding team regularly checks that staff understand their training and that they know how to spot various types of potential abuse, including child-on-child abuse. Staff know how to report their concerns, whether in relation to pupils or to the behaviour of adults, including the sharing of low-level concerns.
- 2.7 Staff respond quickly to safeguarding concerns and leaders liaise appropriately with external agencies. They seek advice appropriately to ensure that pupils receive effective help when it is needed. Records of safeguarding confirm that this is the case, and that action is taken as appropriate. Safeguarding concerns are recorded methodically. Appropriate systems are in place to filter and monitor the pupils' online access whilst at school.
- 2.8 Pupils are taught about staying safe, including their online safety, as part of the curriculum. They express confidence in their learning and understanding. Pupils are confident that they are listened to when they bring a concern to an adult and that their concerns are acted upon. That this occurs is confirmed in records of safeguarding.
- 2.9 The responsible proprietor monitors safeguarding appropriately and regularly, including through an appropriate annual review of safeguarding.
- 2.10 It is likely that the standard will continue to be met with the proposed increase in the total number of pupils at the school.

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

- 2.11 The school meets the standard.

- 2.12 Proprietors and leaders ensure that appropriate policies and procedures are in place and implemented effectively. These cover all the relevant areas of health and safety legislation and practice. Regular checks of the site are undertaken, and effective action is taken to remediate any health and safety concerns subsequent to these checks or to concerns raised by staff.
- 2.13 There are no vehicular movements during the school day within the gated area where pupils move freely. Pupils are supervised by their parents and carers when moving between the car park and the school gate. The proprietors have considered effectively the potential necessity of expanding the car park if pupil numbers increase to ensure continued safety of vehicle and pedestrian movements. Access to spaces such as the technology room, the woodland area and early years setting are controlled effectively. Meals are prepared offsite by an external contractor.
- 2.14 It is likely that the standard will continue to be met with the proposed increase in the total number of pupils at the school.

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

- 2.15 The school meets the standard.
- 2.16 The school has an appropriate fire risk policy, which complies with the Regulatory Reform (Fire Safety) Order 2005 and implements its requirements effectively. An external assessment of fire risks is carried out regularly and appropriate actions are taken in response to any recommendations. All staff receive regular training in how to use apparatus in case of fire, and those with specific responsibilities have further training to carry out their role. Fire systems are appropriately maintained, and all firefighting equipment is checked by an external contractor on a regular basis to ensure that they are in working order.
- 2.17 All fire exits are clearly marked and free from obstruction. Fire doors are also marked and are kept closed or have automatic closing devices fitted to them. The school is situated in ample grounds, and there are numerous exits from the buildings with most classrooms having direct access to a fire exit. Drills are carried out regularly so that pupils know how to evacuate safely wherever they are and whatever activity they are undertaking. The proposed increase in the total number of pupils at the school is unlikely to delay the effective evacuation of pupils in case of emergency, and so it is likely that the standard will continue to be met.

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

- 2.18 The school meets the standard.
- 2.19 Pupils are appropriately supervised throughout their time at school, including in the early years. There is an appropriate rota of duties to supervise pupils during recreational time and pupils are confident that there is always a member of staff close by should they need assistance. As pupil numbers have increased, the number of staff deployed to supervise pupils has increased appropriately.
- 2.20 Pupils of different ages eat lunch at different times to ensure that meals are served promptly and that supervision of pupils remains effective throughout service.
- 2.21 It is likely that the standard will continue to be met with the proposed increase in the total number of pupils at the school.

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

- 2.22 The school meets the standard.

- 2.23 The school has an appropriate risk assessment policy. This is implemented by senior leaders effectively to identify and mitigate risk. Suitable risk assessments are carried out effectively for various areas of the school and its activities, for example outdoor learning and in the early years. Staff who lead risky activities or offsite visits consider and mitigate the contextual risks effectively to minimise the risk of harm. Suitable assessments of risk are made for vulnerable pupils.
- 2.24 The school has considered the increase in pupil numbers when assessing risk and considering new infrastructure such as car parking facilities, consequently it is likely that the standard will continue to be met with the proposed increase in the total number of pupils at the school.

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

- 2.25 The school meets the standards.
- 2.26 The school has an appropriate staff recruitment policy, which is in line with the expectations of KCSIE, and senior leaders and governors implement it effectively. The school follows suitable recruitment practices at the interview stage. Any gaps in employment history are investigated and online searches undertaken by a member of staff not directly involved in the interview process. All the required pre-employment checks are carried out before a new member of staff starts work at the school. The proprietors have been checked appropriately.
- 2.27 Records of both school and agency checks are suitably logged on a single central register of appointments. This register is checked periodically by the proprietor.
- 2.28 The number of staff at the school has gradually increased in recent years. The proposed increase in the total number of pupils at the school will not lead to the employment of a significant further number of additional staff members. Consequently, the proposed increase will not impact negatively upon the capacity of the administrative team undertaking these checks. As a result, it is likely that the standards will continue to be met.

### **Premises and accommodation – toilet and washing facilities, medical facilities, maintenance, acoustics, lighting, water, outdoor space [ISSR Part 5, paragraphs 22-29]**

- 2.29 The school meets the standards.
- 2.30 The school has sufficient toilet and washing facilities, including for children in the early years. There is a suitable room to accommodate those who are unwell during the school day, with nearby toilet facilities. The buildings are appropriately maintained, and any faults are promptly addressed. Classrooms and gathering spaces have suitable acoustic properties and lighting to support learning. External lighting provides additional security and safety for those using pathways during the hours of darkness. Suitably labelled drinking water is appropriately provided around the school.
- 2.31 The school is situated on a spacious site with suitable facilities for physical education and outdoor learning as well as recreational play for pupils of all ages, including those in the early years. It is likely that the standards will continue to be met with the proposed increase in the total number of pupils at the school.

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

- 2.32 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]**

2.33 The school meets the standard.

2.34 Leaders and proprietors demonstrate that they have the skills and knowledge to fulfil their responsibilities effectively and to actively promote the wellbeing of pupils, including children in the early years. They ensure that the other standards are met consistently. The proprietors have overseen a gradual increase in pupil numbers over recent years and have planned effectively for this, for example by augmenting the number of staff and by building an additional teaching facility with associated facilities including toilets. They have considered the possible impact of the increase in pupil numbers on the life of the school effectively, for example by ensuring that pupils will still be able to gather as previously for assembly. It is likely therefore that the standard will continue to be met.

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

#### **Recommendation**

3.1 It is recommended that the request to increase the registered capacity of pupils to 128 is approved.



## **4. Summary of evidence**

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