



**ISI** Independent  
Schools  
Inspectorate

**Additional Inspection Report**

**Northeast Manor School**

**February 2023**

## School's details

<b>School</b>	Northeast Manor School			
<b>DfE number</b>	845/6028			
<b>Registered charity number</b>	307005			
<b>Address</b>	Northeast Manor School Rodmell Lewes BN7 3EY			
<b>Telephone number</b>	01273 472915			
<b>Email address</b>	office@northeast.co.uk			
<b>Acting head</b>	Mrs Caroline Stamos			
<b>Chair of governors</b>	Mrs Julie Toben			
<b>Proprietor</b>	Northeast Manor School Limited			
<b>Age Range</b>	10 to 19			
<b>Number of pupils on roll</b>	117			
	<b>Lower</b>	25	<b>Middle</b>	31
	<b>Senior</b>	53	<b>Sixth Form</b>	8
<b>Date of inspection</b>	28 February 2023			

## 1. Introduction

### Characteristics of the school

- 1.1 Northease Manor School is an independent co-educational day school for pupils who have specific learning difficulties. Founded in 1963, the school is overseen by Northease Manor School Limited, whose trustees act as governors of the school. The school comprises four sections: lower for pupils in Years 5 to 7; middle for those in Years 8 to 9; seniors for those in Years 10 and 11; and a sixth form. Sixth-form pupils are usually dual registered as they also attend further education colleges across the south-east of England. All pupils have special educational needs and/or disabilities (SEND), including dyslexia, autistic spectrum disorder, social and communication difficulties and anxiety, and receive additional specialist help. There are 113 pupils who have an education, health and care (EHC) plan. No pupil has English as an additional language (EAL). The school's previous inspection was a regulatory compliance inspection in February 2022.

### Purpose of the inspection

- 1.2 This was an unannounced additional inspection at the request of the Department for Education (DfE) which focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs).

Regulations which were the focus of the inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Met</b>
Part 3, paragraphs 9 (behaviour) and 10 (bullying)	<b>Met</b>
Part 3, paragraphs 11 (health and safety) and 12 (fire)	<b>Met</b>
Part 3, paragraph 13 (first aid)	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils)	<b>Met</b>
Part 3, paragraph 15 (admissions and attendance registers)	<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 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 7, paragraph 33 (manner in which complaints are to be handled)	<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 all aspects of the school's safeguarding procedures is effective in providing appropriate support to ensure the welfare of pupils, including with regard to their additional needs.
- 2.5 Safeguarding procedures are implemented to safeguard children at risk and those in particular need. Staff show effective understanding of their responsibilities, including with regard to child-on-child abuse and any such abuse linked to respect for those with protected characteristics. Staff show appropriate awareness of the staff code of conduct, whistleblowing policy and safeguarding procedures and are confident to use them. They have a suitable knowledge of the thresholds for reporting issues. Staff are aware of who to go to if they have a concern or receive a disclosure. They understand that they can make a direct referral to children's services if necessary. They take appropriate action when necessary.
- 2.6 The safeguarding policy includes suitable definitions of abuse and has been reviewed effectively in line with the latest statutory guidance. It provides appropriate guidance regarding possible abuse by one or more pupils against another pupil, including linking such abuse to bullying. The inspection took place on the day that safeguarding responsibilities were being passed from an interim designated safeguarding lead (DSL) and to the substantive appointment. Discussions with both confirmed that pupils receive suitable help to address risks and such help prevents issues escalating. The DSLs act on and refer to appropriate agencies the early signs of risk or need and monitor any potential for radicalisation. They ensure the school listens to the views of individual pupils as required by *Keeping Children Safe in Education*. This is confirmed in written evidence from safeguarding records. All behavioural issues and allegations of bullying are treated as potential safeguarding concerns and addressed effectively. Effective communication is maintained with parents. Pupils receive guidance on staying safe and show understanding of what they have been taught, including in relation to e-safety. Monitoring and filtering of technology is effective, including use of apps by staff in lessons. The physical and mental health of all pupils involved in any incident are given a high priority.
- 2.7 The safeguarding policy gives contact details for required local safeguarding partners. Suitable recruitment procedures for staff are outlined within the safeguarding policy and detailed in a separate recruitment policy. The training for those with specific safeguarding responsibilities is in line with local requirements and statutory advice and is up to date. Training in safeguarding for teaching and non-teaching staff is of sufficient quality and frequency.
- 2.8 Suitable arrangements for handling allegations against staff, senior leaders or the governors, and potential misconduct are included in safeguarding procedures; they include seeking immediate advice from the local authority designated safeguarding officer (LADO). Records show that such procedures are followed effectively, and the school follows up actions promptly. The school understands its role in reporting any person to relevant regulatory bodies if circumstances require it.

- 2.9 Governors are trained appropriately in safeguarding. A governor with appropriate expertise maintains a close working contact with the DSL and annually conducts a review of the effectiveness of the safeguarding arrangements on behalf of the governors.

### **Welfare, health and safety of pupils – behaviour and bullying [ISSR Part 3, paragraphs 9 and 10]**

- 2.10 The school meets the standards.
- 2.11 A suitable behaviour policy and arrangements to guard against bullying are in place. Both are implemented effectively. There is a clear code of conduct for pupils. Arrangements recognise the particular needs of pupils, and appropriate adjustments are made. Sanctions are applied appropriately and proportionately. Records of misbehaviour are detailed, allowing trends to be identified and the effectiveness of sanctions to be evaluated.
- 2.12 The school promotes respect of those with protected characteristics through its behaviour policy and has defined levels of behavioural expectations that guide decisions when individual incidents arise, including those which involve physical violence. Records corroborate the views of pupils that there is almost no child-on-child abuse of those with protected characteristics. The school provides support for alleged victim and perpetrator, and monitors the effectiveness of any action taken.
- 2.13 Detailed recording enables all pastoral concerns to be logged for each pupil. All incidents of misbehaviour between pupils are considered as potential bullying and/or safeguarding issues, and trends analysed. Documentation shows that parents of both alleged victim and perpetrator are involved at the earliest stages of any incident.

### **Welfare, health and safety of pupils – health and safety, and fire safety [ISSR Part 3, paragraphs 11 and 12]**

- 2.14 The school meets the standards.
- 2.15 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. Senior leaders and governors confirmed that there has been no change in arrangements since the previous inspection. Systematic records ensure steps are taken to mitigate recurrence of any health and safety issues. The site is secure and all teaching accommodation is suitable for pupils.
- 2.16 An appropriate fire safety policy is in place. Those with direct responsibility have a detailed understanding of procedures. Pupils confirm that they know what to do in case of fire, and that they regularly practise fire evacuation procedures. The provision of these practices is confirmed by suitable records.

### **Welfare, health and safety of pupils – first aid [ISSR Part 3, paragraph 13]**

- 2.17 The school meets the standard.
- 2.18 Senior leaders ensure that the school's first aid policy is effectively implemented and administered in a timely and competent manner. There are suitable additional policies which are relevant to the context of the school. Senior leaders ensure that the physical and mental health and emotional wellbeing of pupils are promoted effectively. Pupils confirm that they receive immediate medical or mental health attention if they require it.

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

- 2.19 The school meets the standard.
- 2.20 Pupils are properly supervised by qualified and trained staff. Protocols are in place to immediately identify if pupils do not appear at expected lessons or activities and find their whereabouts. Records show that these are implemented effectively. Procedures are reviewed in line with known incidents.

**Welfare, health and safety of pupils – admission and attendance registers [ISSR Part 3, paragraph 15]**

- 2.21 The school meets the standard.
- 2.22 Admission and attendance registers are maintained as required.

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

- 2.23 The school meets the standard.
- 2.24 The school's risk assessment policy clearly describes appropriate lines of responsibility for identifying and managing risk and the approaches to be taken to do so. There is an effective culture of assessing risk to pupils in any decision taken, in particular regarding individual pupils about whom behavioural or safeguarding concerns have been identified. Appropriate assessments are also made for the needs of individual pupils both while in school and in the surrounding area. In all these areas, appropriate action is taken to mitigate risks identified.

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

- 2.25 The school meets the standards.
- 2.26 The school makes appropriate checks to ensure the suitability of staff, supply staff and proprietors, and a register is kept as required.

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

- 2.27 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.

**Manner in which complaints are handled [ISSR Part 7, paragraph 33]**

- 2.28 The school meets the standard.
- 2.29 The school's complaints procedure is available on the school website. It provides for concerns and complaints to be considered on an informal basis; the establishment of a formal procedure for a complaint to be made in writing; provision for a hearing before a panel which includes an independent member and allows for a parent to be accompanied; provision for the panel to make findings and recommendations; and for a confidential record to be kept of findings. Records of complaints show that the school follows its own procedures appropriately. Whether or not complaints have been upheld, the school undertakes a detailed review to identify any lessons to be learned from them and implements any consequent recommendations effectively.

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

2.30 The school meets the standard.

2.31 Senior leaders and governors demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the independent school standards are consistently met, and the wellbeing of pupils is actively promoted. Governors monitor compliance with regulations appropriately.

### **3. Regulatory action points**

- 3.1 For the regulations which were the focus of this inspection, the school meets all of the requirements of the Education (Independent School Standards) Regulations 2014.



## 4. Summary of evidence

4.1 The inspectors held discussions with the acting head, senior leaders and other members of staff and met with the chair of governors. They visited different areas of the school and talked with groups of pupils. They scrutinised a range of documentation, records and policies.

### Inspectors

Mr Stephen Cole

Reporting inspector

Mrs Claire Osborn

Assistant reporting inspector