

## **ST HUGH'S SCHOOL**

Cromwell Avenue, Woodhall Spa, Lincolnshire, LN10 6TQ

**5<sup>TH</sup> JULY 2016**

### **CHARACTERISTICS OF THE SCHOOL**

St Hugh's School is a co-educational day and boarding school for pupils between the ages of 2 and 13 years. It is located in Woodhall Spa, Lincolnshire. The school is a registered charity and is overseen by a board of governors. There are 180 pupils on roll, of whom 47 board either on a full, weekly or flexi basis. Forty pupils have special educational needs and/or disabilities (SEND) and one has a statement of educational needs. None have English as an additional language. The previous boarding inspection was in September 2015 and an integrated inspection took place in October 2012.

### **PURPOSE OF THE VISIT**

This was an unannounced emergency visit at the request of the Department for Education which focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs), the National Minimum Standards for Boarding 2015 and the requirements of the Early Years Statutory Framework, particularly those concerned with safeguarding and the provision of this information; the prevention of bullying; risk assessments; handling of complaints; boarding accommodation, including the safety of boarders; management and development of boarding; staffing and supervision and the overall leadership and management of the school.

### **INSPECTION FINDINGS**

#### **Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b), 8 (a) and (b); NMS 11]; Provision of information to parents [ISSR Part 6, paragraph 32 (1) (c)]**

The school does not meet the Regulations and Standard in relation to safeguarding.

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

The school safeguarding arrangements reflect the statutory guidance Keeping Children Safe in Education July 2015 (KCSIE). Suitable systems are in place for listening to children. There is a suitable recruitment policy and a staff code of conduct is provided and understood by staff. Appropriate whistleblowing procedures are in place and these are understood by staff. The designated safeguarding lead (DSL) acts upon and liaises effectively with local agencies, and takes appropriately prompt action as required, if concerns are expressed about a child. All staff, including the DSL and her deputy, are appropriately trained and this has included training in preventing online dangers and radicalisation. Safeguarding records are suitably maintained. New staff receive an

appropriate induction. Staff understand that anyone can make a referral and the school actively promotes this, in line with local procedures. Definitions of safeguarding in the policy are understood by staff and they are clear about the referral procedures they should follow.

The school has a suitable procedure for reporting a disclosure of abuse or allegation against an adult working in the school. However, this is not always implemented correctly in practice because the requirements of KCSIE and the advice given by the local authority designated officer (LADO) were not followed in a recent disciplinary case against a member of staff. The school is aware of the requirement to report to Disclosure and Barring Service (DBS) or the National College for Teaching and Leadership (NCTL) when appropriate.

Governors review the school's safeguarding policy and procedures with regard to KCSIE requirements. There is a governor with designated responsibility for safeguarding. However, governors have not always ensured that correct procedures, and the subsequent advice from the LADO, are rigorously followed.

### **Welfare, health and safety – prevention of bullying [ISSR Part 3, paragraph 10; NMS 12]**

The school meets the Regulation and Standard.

The school ensures that bullying at the school is prevented in so far as is reasonably practicable by the drawing up and implementation of an effective anti-bullying policy. Staff training has taken place and records of behavioural and bullying incidents, including in boarding, are carefully documented and confirm that sanctions are appropriate. Pupils have a clear understanding of what to do and who to go to if they experience bullying and support is provided for all those involved. The needs of pupils are taken into account, providing support for both victim and the bully; parents are appropriately contacted at an early stage.

### **Welfare, health and safety – risk assessment [ISSR Part 3, paragraph 16]; Boarding accommodation and safety of boarders [NMS 5.1-5.2; 6]**

The school meets the Regulation and Standards.

Risk assessment is systematic across the site and includes boarding. It is underpinned by a suitable risk assessment policy which is appropriately implemented. Particular attention is given to key areas of risk, such as supervision and school trips. Boarding accommodation and activities are suitably risk assessed and findings are acted upon to reduce the risk for boarders.

### **Staffing and Supervision [NMS 15.3 - 5]**

The school meets the Standard.

Boarding accommodation is suitably staffed. Duty rotas ensure that there are sufficient staff on duty outside teaching time so that boarders are always in the charge of staff members who are suitably qualified and experienced. Staff know the whereabouts of boarders and boarders know who to contact during boarding time. There are always staff members on duty in the house during the week, at night and at weekends when required.

### **Manner in which complaints are to be handled [ISSR part 7, paragraph 33; NMS 18]**

The school does not meet the Regulation and Standard.

Parental queries and concerns are generally dealt with in a timely fashion and responded to effectively. However, current procedures for logging formal complaints do not follow the published policy. The last logged complaint was in June 2015 and more recent formal complaints have not been recorded. This does not enable the efficient monitoring of issues and tracking of patterns, which limits the role of the governing body in ensuring that the policy is effectively implemented, and that complaints are appropriately addressed.

### **Leadership and management of schools [ISSR Part 8, paragraph 34 and NMS 13]**

The school does not meet the Regulation and Standard.

Those staff with leadership and management responsibilities and the governors generally demonstrate suitable skills and knowledge appropriate to their role. Staff, including senior boarding staff, are appropriately trained and experienced. Leadership takes appropriate action where required to ensure the effectiveness of the boarding and welfare provision.

However, governors and leaders do not fulfil their responsibilities to ensure that the regulations and standards are consistently met, and in doing so actively promote the well-being of pupils, as they do not follow the safeguarding procedures and the advice of the LADO concerning disciplinary procedures against staff. Formal complaints are not accurately recorded.

### **REGULATORY ACTION POINTS**

The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014, National Minimum Standards for Boarding Schools 2015 and requirements of the Early Years Statutory Framework.

#### **ISSR Part 3, Welfare, Health and Safety – safeguarding, paragraph 7 and 8 and NMS 11**

- Ensure that procedures for safeguarding, including the handling of allegations about members of staff working within the school, and subsequent actions, are in accordance with the requirements of KCSIE and follow the advice of the LADO.

#### **ISSR Part 7, Handling of Complaints, paragraph 33 and NMS 18**

- Ensure a clear written record of all formal complaints is maintained, including any action taken by the school as a result of these complaints, regardless of whether they are upheld.

#### **ISSR Part 8, Leadership and management of schools, paragraph 34 (b) and (c) and NMS 13**

- Ensure that governors and the leadership and management fulfil their responsibilities to actively promote the well-being of pupils and that the regulations and standards are met.