

## Report for an Additional Inspection

<b>School name</b>	Moon Hall School
<b>DfE number</b>	936/6251
<b>Registered charity number</b>	803481
<b>Address</b>	Moon Hall School Flanchford Road Leigh Reigate Surrey RH2 8RE
<b>Proprietor</b>	Moon Hall Schools Educational Trust
<b>Date of visit</b>	3 December 2018

## 1. Introduction

### Characteristics of the school

- 1.1 Moon Hall School is a co-educational independent day school for pupils aged from seven to sixteen. It is owned and governed by Moon Hall Educational Trust. There are currently 111 pupils on roll. All pupils require support for special educational needs and/or disabilities, particularly dyslexia. In addition, 31 pupils have a statement of special educational needs or an education, health and care plan. No pupils speak English as an additional language. The previous ISI regulatory compliance inspection took place in June 2017.

### Purpose of the visit

- 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 following Education (Independent School Standards) Regulations 2014 (ISSRs).

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7(a) and (b) (safeguarding)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 7, paragraph 33 (a) to (k) (manner in which complaints are handled)	<b>Not Met</b>
Part 8, paragraph 34 (1)(a), (b) and (c) (quality of leadership in and management of schools)	<b>Not 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. It has regard to the most recent statutory guidance, Keeping Children Safe in Education (KCSIE) (September 2018). The policy identifies a governor with responsibility for the oversight of safeguarding. A range of suitable documentation covering the safe recruitment of staff, whistleblowing, a staff code of conduct and information on how pupils are educated about online safety provides further guidance for staff

#### Safeguarding implementation

- 2.3 The school meets the regulation.
- 2.4 The school implements the safeguarding policy effectively and in line with current statutory guidance. Safeguarding procedures are well managed and follow local authority guidance, ensuring the welfare of pupils. Appropriate procedures are in place to support pupils in need. There are suitable arrangements for listening to pupils, and child protection records are held securely with the required confidentiality. The designated safeguarding lead (DSL) and deputy DSLs have recent safeguarding training, including inter-agency training, approved by the local authority. All other staff receive regular and appropriate safeguarding training, which includes the dangers of extremism and radicalisation. They have a clear understanding of their responsibilities and are aware of how to refer concerns. They understand that anyone can make a referral to the children's services. New staff have undergone suitable induction training. All staff have received a copy of KCSIE Part 1 and Annex A. Staff reported that they receive updates from the DSL and additional checking to confirm their understanding of procedures. Staff understand proper procedures for reporting any allegations about staff that may come to their attention. Leaders understand the need to report any allegations against staff to the Disqualification and Barring Service (DBS) and/or Teaching Regulation Agency (TRA) when appropriate. The arrangements for governors' oversight of safeguarding are suitable, despite the safeguarding governor not yet having completed safeguarding training; an email from the local authority to the school indicates that they were happy for the safeguarding governor to carry on in her role whilst suitable training is being arranged.

### Provision of information [ISSR Part 6, paragraph 32]

- 2.5 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]

- 2.6 The school does not meet the regulation.
- 2.7 Governors do not implement the school's complaints policy effectively. Informal complaints are handled appropriately, and parents may submit formal complaints at stage two. The school keeps a suitable record of complaints. However, where a parent is not satisfied with the response to the complaint made at stage two, governors do not make provision for a hearing before a panel, within the school's published timescale and appointed by or on behalf of the proprietor.

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

2.8 The school does not meet the regulation.

2.9 The structure and organisation of governance do not command the confidence of parents. Proprietors do not ensure that all persons with leadership and management responsibilities at the school, including governors, demonstrate good skills and knowledge and fulfil their responsibilities effectively, so that the other standards are consistently met, and thus actively promote the well-being of the pupils. In particular, governors do not respond appropriately to formal complaints from parents.

### 3. Regulatory action points

- 3.1 The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014, and should take immediate action to remedy deficiencies as detailed below.

#### **Handling of complaints [ISSR Part 7, paragraph 33]**

- Governors must ensure that where the parent is not satisfied with the response to the complaint made at Stage 2 [formal complaints], they make provision for a hearing before a panel, within the school's published timescale, appointed by, or on behalf of, the proprietor [paragraph 33(c) and (f)].

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

- The school must ensure that all persons with leadership and management responsibilities at the school, including governors, demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the Independent School Standards are met consistently, and they actively promote the well-being of pupils through effective liaison with parents [paragraph 34 (1)(a), (b) and (c)].

## 4. Summary of evidence

### Written materials

- Safeguarding policy
- Records of staff training with particular reference to safeguarding
- Code of conduct for staff
- Staff recruitment policy
- The annual review of the safeguarding/child protection policy and procedures
- Complaints policy
- Log of complaints
- The Charity Commission case report into governance at the school and accompanying action plan, dated 6 November 2018

### Meetings with school personnel

- Introductory meeting with the deputy headteacher
- A meeting with the DSL
- A meeting with a total of six teaching and non-teaching staff, selected by inspectors
- A discussion with the chair of governors and safeguarding governor
- A review meeting with the deputy headteacher, chair of governors and safeguarding governor

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- A meeting with six pupils selected by the inspectors to explore what it is like to be a pupil at the school
- Meeting of inspectors