



ISI Independent
Schools
Inspectorate

Report for a Material Change Visit

City of London School for Girls

November 2021

School's details

School name	City of London School for Girls			
DfE number	201/6005			
Address	City of London School for Girls St Giles' Terrace Barbican London EC2Y 8BB			
Telephone number	0207 847 5526			
Email address	headpa@clsg.org.uk			
Headteacher	Mrs Jenny Brown			
Chair of governors	Mr Nicholas Bensted-Smith			
Age Range	7 to 18			
Number of pupils on roll	810			
	Prep	96	Lower School	218
	Upper school	303	6th Form	193
Date of visit	03 November 2011			

1. Introduction

Characteristics of the school

- 1.1 City of London School for Girls is an independent day school. It is registered as a single-sex school for female pupils. The school was founded in 1894 and moved to its present site in the Barbican in 1969. The school is organised into four sections: prep, for pupils in Years 3 to 6; lower school, for pupils in Years 7 and 8; senior school, for pupils in Years 9 to 11; and the sixth form, for pupils in Years 12 and 13. It is one of three independent schools which are owned by the City of London Corporation. The board of governors is drawn from members of the Corporation and Alderman of the City of London with several co-opted members from business and professional backgrounds. The school has identified 42 pupils as having special educational needs and/or disabilities, the majority either having dyslexia or dyspraxia. Of these, 28 receive additional support for their needs. No pupil has an education, health and care plan. There are no pupils for whom English is an additional language. The school's previous inspection was a regulatory compliance inspection in January 2018.

Purpose of the visit

- 1.2 This was an announced material change visit at the request of the Department for Education (DfE) to assess the school's proposal to increase the total number of pupils from 780 to 820. The visit focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs) with regard to the present site. Future plans under consideration to move the prep school to a separate site were not part of the visit.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 3, paragraph 11 (health and safety)	Met
Part 3, paragraph 12 (fire safety)	Met
Part 3, paragraph 14 (supervision of pupils)	Met
Part 3, paragraph 16 (risk assessment)	Met
Part 4, paragraphs 18 to 21 (suitability of staff, supply staff and proprietors)	Met
Part 5, paragraph 23 (toilet, washing and changing facilities)	Met
Part 5, paragraph 24 (accommodation for medical needs)	Met
Part 5, paragraph 25 (maintenance of premises and accommodation)	Met
Part 5, paragraph 26 (acoustics)	Met
Part 5, paragraph 27 (internal and external lighting)	Met

Part 5, paragraph 28 (water supply)	Met
Part 5, paragraph 29 (outdoor space)	Met
Part 6, paragraph 32(1)(c) (provision of information)	Met
Part 8, paragraph 34 (leadership and management)	Met

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 school's safeguarding arrangements are implemented effectively. Staff with designated safeguarding lead (DSL) responsibilities work closely together and meet regularly as a team to discuss the needs of pupils. Safeguarding records of concerns and referrals to external agencies are effectively organised. The DSL seeks advice in a timely manner when the need arises, acting to prioritise pupils' well-being, including in any instances of peer-on-peer abuse. Pupils agree that there are effective arrangements in place for their concerns to be heard, with appropriate responses and actions resulting from this.
- 2.5 The DSL and deputy DSLs have the appropriate level of training required for the role and this is updated within required timeframes. The DSL provides regular training and updates for all staff, including on how to manage a report of peer-on-peer sexual violence or sexual harassment. Additional training is arranged for any staff member unable to attend the scheduled training. The DSL takes appropriate steps to check that all staff have completed and understood their training. Inspection evidence confirms that their understanding is effective and that staff implement procedures to deal with any pupil-on-pupil abuse effectively. New staff undertake an induction programme during which they receive all required documents and policies. All staff have confirmed that they have received, read, and understood Part 1 and Annex B of *Keeping Children Safe in Education*. All staff receive the school's whistleblowing policy and code of conduct for staff.
- 2.6 Suitable priority is given to pupils' online safety and the use of technology. Staff and pupils receive guidance and training in this area, and this was extended during the COVID-19 pandemic to take account of the increase in remote learning. Suitable filters are installed and limitations on the use of mobile technology within the school are fully understood and supported by pupils.
- 2.7 Governors undertake an annual review of safeguarding policies and procedures and effectively monitor staff recruitment procedures. Safeguarding provision is likely to meet the needs of the proposed increase in the total number of pupils.

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

- 2.8 The school meets the standard.
- 2.9 Senior leaders have taken all reasonable steps to ensure that health and safety considerations have been prioritised as part of all decisions relating to the proposed increase in pupil numbers and arrangements are likely to be effective in ensuring the health and safety of the proposed new total number of pupils. A full health and safety audit, and space study has been completed and used to inform the work being carried out for the restructuring, repurposing and refurbishment of classrooms and other areas throughout the school.

- 2.10 Where additional health and safety issues are identified, effective systems for reporting and rectifying hazards are in place to ensure a prompt response. Governors maintain close oversight on all health and safety matters and ensure that resources are available to maintain a safe and secure environment at all times.

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

- 2.11 The school meets the standard.
- 2.12 There is a robust approach to the organisation of fire safety. Risk assessments, fire drills, and equipment maintenance, including testing, are carried out at appropriate intervals. Staff are suitably trained, including the designated responsible member of staff, and fire wardens who are fully cognisant of their roles. Visitors and contractors receive appropriate briefings upon arrival. Appropriate consideration has been given to the impact of the proposed increase in numbers of pupils on all aspects of fire safety and current measures are likely to remain effective.

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

- 2.13 The school meets the standard.
- 2.14 Suitable consideration is given to providing appropriate levels of supervision, both on the school site and on trips and visits. The staff handbook provides clear guidance on when and how supervision is to be provided, and suitably trained and monitored senior pupils provide additional support. Pupils in interviews confirmed that arrangements for supervision are satisfactory in providing sufficient staff to give oversight and help if needed. Discussion with senior leaders indicated that due consideration is given to the safety, security and supervision of pupils, including as numbers increase, when it is likely that the arrangements will remain effective.

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

- 2.15 The school meets the standard.
- 2.16 Arrangements for the assessment of risks are satisfactory and reflect the comprehensive policy which follows local authority guidelines and is reviewed regularly. Clear guidance is given on conducting risk assessments and staff receive appropriate training as part of their induction and in follow up health and safety briefings. Risk assessments for science, swimming, use of lathes, and a detailed whole school Covid-19 risk assessment provide evidence of a rigorous approach to keeping pupils safe. Similarly robust risk assessments are completed for trips including those for residential and overseas activities. Senior staff review and revise risk assessments for each part of the school facilities as part of a dynamic approach to risk. This includes effective assessment of any risks likely to follow from increasing the number of pupils.

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

- 2.17 The school meets the standards.
- 2.18 The school has, and implements, a suitable recruitment policy which provides robust procedures for checking the suitability of staff, supply staff and proprietors. Recruitment checks are completed in a timely manner with all required checks completed and recorded accurately on the single central register of appointments (SCR), prior to appointment. Where there has been a delay in obtaining original documentation the school has put a suitable risk assessment in place and, as a minimum, ensured that all other checks have been completed, including a check against the barred list. The

accuracy of the SCR is monitored by administrative staff, senior staff and, at least once a term, by a member of the governing body.

Premises and accommodation – toilet, washing and changing facilities [ISSR Part 5, paragraph 23]

- 2.19 The school meets the standard.
- 2.20 Suitable, and sufficient toilet, washing and changing facilities are available throughout the school and these are sufficient to accommodate the proposed increase in the number of pupils. A rolling programme of maintenance and refurbishment ensures that facilities are well-maintained and hygienic.

Premises and accommodation – medical facilities [ISSR Part 5, paragraph 24]

- 2.21 The school meets the standard.
- 2.22 The school has suitable accommodation for the administration of first aid and to enable appropriate care for pupils who are unwell. The medical room has a basin and is in close proximity to suitable toilet facilities. Sufficient staff hold first-aid qualifications to provide appropriate cover for the proposed increase in the number of pupils and suitably qualified staff ensure that, when required, medication is stored and administered appropriately.

Premises and accommodation – maintenance [ISSR Part 5, paragraph 25]

- 2.23 The school meets the standard.
- 2.24 The school is maintained to a satisfactory level and there is an ongoing programme of maintenance that takes account of the proposed changes needed to accommodate the proposed increase in numbers of pupils. An effective process is in place for reporting and managing maintenance requests. No significant building works are planned, but a number of classrooms and communal areas will be repurposed and refurbished, to provide suitable and appropriate accommodation for the increased number and ages of pupils, to a standard that ensures, so far as is reasonably practicable, the health, safety and welfare of pupils.

Premises and accommodation – acoustics [ISSR Part 5, paragraph 26]

- 2.25 The school meets the standard.
- 2.26 A tour of the school revealed no issues with acoustics.

Premises and accommodation – lighting [ISSR Part 5, paragraph 27]

- 2.27 The school meets the standard.
- 2.28 A tour of the site and buildings indicated that both internal and external lighting is suitable throughout the school.

Premises and accommodation – water supply [ISSR Part 5, paragraph 28]

- 2.29 The school is likely to meet the standard.
- 2.30 A tour of the school site indicated the adequate availability and labelling of drinking water. Temperatures of hot water are suitably controlled.

Premises and accommodation – outdoor space [ISSR Part 5, paragraph 29]

- 2.31 The school meets the standard.
- 2.32 The school has suitable outdoor areas that are used for play, relaxation and physical education. The school further utilises areas of the Barbican Estate for activities such as urban cross country, and other sporting and outdoor facilities in the local area.

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

- 2.33 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]

- 2.34 The school meets the standard.
- 2.35 Leaders and managers have taken appropriate steps to conduct a comprehensive site analysis and space audit to ensure that the current site will provide suitable accommodation for the planned increase in the number of pupils. Careful consideration has been given to the concurrent move of the lower school to a new, and separately registered, site. Due consideration has been given to the refurbishment of the present site to ensure it meets the requirements for health and safety, fire safety, premises and accommodation and supervision of pupils. Leaders have also had due regard for the safeguarding and welfare of pupils and the suitability of staff. The governing body have demonstrated appropriate knowledge and skill to fulfil their responsibilities to meet the regulations and ensure the well-being of pupils.

3. Recommendation with regard to material change request

- 3.1 Leaders and managers have taken appropriate steps to ensure, as far as is practicable, that suitable arrangements are in place to accommodate the proposed increase in the number of pupils. The school's safeguarding arrangements are robust. Staff demonstrate a thorough understanding of their responsibilities, including reporting procedures. Senior leaders have taken all reasonable steps to ensure that fire, health and safety considerations have been prioritised as part of all decisions relating to the proposed increase in pupil numbers. Rigorous procedures are in place to ensure that all appropriate suitability checks are completed and recorded in relation to the appointment of all staff. No significant building works are planned, but arrangements are in place to repurpose and refurbish areas of the school to provide suitable and appropriate accommodation for the proposed number and ages of pupils.
- 3.2 As a result, it is recommended that the request to increase the number of pupils from 780 to 820 is granted.

4. Summary of evidence

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