

## **ASHTON HOUSE SCHOOL**

50-52 Eversley Crescent, Isleworth, Middlesex, TW7 4LW

**01 FEBRUARY 2017**

### **CHARACTERISTICS OF THE SCHOOL**

Ashton House School is a co-educational day school for pupils between the ages of three to eleven years. It is located to the south-west of London within the borough of Hounslow. The school is owned by a partnership, represented by a principal, which is responsible for the governance.

At the time of the visit there were 129 pupils. Of these, 29 were in the Early Years Foundation Stage (EYFS). Six pupils receive support for special educational needs and/or disabilities (SEND), and none have education, health and care plans or a statement of educational needs. One pupil has English as an additional language and receives specialist support.

### **PURPOSE OF THE VISIT**

This was an unannounced progress monitoring visit carried out at the request of the DfE to check that the school has fully implemented the action plan submitted following the ISI progress monitoring visit in September 2016. The focus of the visit was on safeguarding pupils' welfare; risk assessment; suitability of staff, supply staff and proprietors; and the quality of leadership and management.

### **INSPECTION FINDINGS**

#### **Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b); EYFS 3.4 – 3.8]**

The school meets the Regulations.

The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school and has regard to the latest government guidance.

The school's safeguarding arrangements reflect the guidance provided by Keeping Children Safe in Education (KCSIE) September 2016 and offer appropriate support for pupils' needs. The safeguarding policy and appropriate whistleblowing procedures are understood by staff. These documents are clearly understood and followed by staff. The code of conduct provides clear guidance to staff on their responsibilities and includes information on the acceptable use of technologies. Staff understand what a disclosure is and the importance of reporting concerns promptly. They know who they should report to and are aware that anyone can make a referral. Definitions of safeguarding in the policy are understood by staff, and they are clear about the referral procedures they should follow. New staff induction procedures are thorough and include the correct procedures to follow when reporting concerns about pupils or allegations against staff, the head and proprietor; the full scope of signs of abuse and safeguarding thresholds, including those for the referral of pupil on pupil abuse, as reflected in current statutory guidance. Regular informal updates for safeguarding are provided for all staff and the school has suitable mechanisms to assess whether staff understand the training they receive, particularly with regard to KCSIE.

Safeguarding is correctly managed and follows local procedures. The designated safeguarding lead (DSL) has a secure knowledge of all the early signs of abuse and is clear about safeguarding thresholds, and prompt action is taken if concerns are expressed about a child. Information is gathered from staff and appropriate liaison with parents and local agencies takes place. The record keeping system now in place is thorough and detailed. Records are correctly stored and monitored by senior personnel with overall delegated safeguarding responsibilities. The proprietors have suitable arrangements in place to annually review safeguarding arrangements.

All staff, including the DSL, are appropriately trained and training records are kept systematically. The designated safeguarding lead (DSL) is on the senior leadership team and has undertaken appropriate training in line with locally agreed procedures.

The school has suitable procedures for reporting a disclosure of abuse or allegation against an adult working in the school. Staff, including those with safeguarding, leadership and management responsibilities, are clear about how to report allegations against any adult working in the school. The school is aware of the requirement to report to the Disclosure and Barring Service (DBS) or the National College for Teaching and Leadership (NCTL) when appropriate.

The school has ensured that all the required safeguarding checks are undertaken on prospective employees as required by KCSIE, although two recent checks were not carried out in a timely manner. References and employment history have been obtained prior to staff commencing work and the safer recruitment policy includes appropriate reference to checking that staff are not prohibited from teaching or from leadership and management. Staff files are compiled using a safer recruitment checklist that references all checks required. Two barred list checks were not carried out before the staff concerned started work but appropriate risk assessments and supervision were put in place. The school was prompt to address the discrepancies and has revised its recruitment procedure accordingly. Staff files for teachers from supply agencies correctly contain dated verification that all the required checks have been carried out and that the school has checked identity.

**Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16; EYFS requirements 3.64 – 3.65]**

The school meets the Regulations.

Policy and procedures are now detailed and thorough. Roles and responsibilities are clearly stated for hazard analysis and risk assessment, alongside the method for reporting concerns. All areas of the school premises are appropriately assessed and prompt action is taken to eliminate risk. Staff have a clear understanding of their responsibilities relating to assessing risk. A fault management book is used consistently by staff who have a clear understanding of how to report issues to reduce risk to ensure as far as practicable pupils' safety. Safety checks are regularly conducted, correctly recorded and monitored by senior leaders. Prompt action is taken to address any emerging patterns as a result of these reviews.

**The suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18, 19, 20 and 21; EYFS requirements 3.9 – 3.13]**

The school meets the Regulations.

Pre-appointment checks on staff are correctly recorded on the single central register of appointments (SCR). Recruitment systems and procedures have been completely revised since the previous inspection. Medical fitness checks are now obtained for all staff prior to appointment.

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

The school meets the Regulation.

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]**

The school meets the Regulations.

Leaders and managers have ensured that training has been undertaken and that new systems have been introduced to ensure that they have the necessary skills and knowledge to fulfil their responsibilities so that the well-being of pupils is actively promoted. All checks on staff have now been undertaken and the school has revised policy and recruitment procedures to ensure that the independent school standards are consistently met.

**REGULATORY ACTION POINTS**

The school meets all of the relevant requirements of the Education (Independent School Standards) Regulations 2014, and requirements of the Early Years Statutory Framework.