Report for a Progress Monitoring Visit

School name	Castle House School
DfE number	894/6002
Registered charity number	510515
Address	Castle House School Chetwynd End Newport Shropshire TF10 7JE
Headteacher	Mr Ian Sterling
Chair of governors	Mrs Laura Calcroft
Number of pupils on roll	98
	Boys 59 **Girls** 39
	EYFS 36 **Juniors** 62
Date of visit	12 June 2019

1. Introduction

Characteristics of the school

1.1 Castle House School is a co-educational day school for pupils between the ages of two and eleven years. The school is owned and run by Castle House School Trust Ltd, a charitable trust with a governing body, who oversee the work of the school. The school has five pupils who require support for special educational needs and/or disabilities, one of whom has an education, health and care plan. There are no pupils who speak English as an additional language. The previous regulatory compliance inspection was in January 2018 and a progress monitoring visit took place in December 2018.

Purpose of the visit

1.2 This was an unannounced progress monitoring visit at the request of the Department for Education (DfE) to check that the school has fully implemented the action plan submitted following the progress monitoring visit in December 2018, relating to safeguarding and leadership and management. At the request of the DfE, the school's compliance with additional Education (Independent School Standards) Regulations 2014 (ISSRs) was also checked.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraph 7 [safeguarding]	Not met
ISSR Part 3, paragraph 9 [behaviour]	Not met
ISSR Part 3, paragraph 10 [bullying]	Met
ISSR Part 3, paragraph 11 [health and safety]	Met
ISSR Part 3, paragraph 12 [fire]	Met
ISSR Part 3, paragraph 13 [first aid]	Met
ISSR Part 3, paragraph 14 [supervision]	Met
ISSR Part 3, paragraph 15 [admissions and attendance registers]	Not met
ISSR Part 3, paragraph 16 [risk assessment]	Met
ISSR Part 3, paragraph 17 [The Equality Act 2010, Schedule 10]	Met
ISSR Part 4, paragraph 18 [suitability of staff]	Met
ISSR Part 7, paragraph 33 [handling of complaints]	Met
ISSR Part 8, paragraph 34 [leadership and management]	Not met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7; EYFS 3.4, 3.5, 3.6; 3.14]

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 does not meet all of the standard and requirements.

2.4 Staff with designated safeguarding lead (DSL) responsibilities work closely together, meeting regularly as a team to discuss the needs of pupils and children in the Early Years Foundation Stage (EYFS). The governor with safeguarding responsibility also supports the safeguarding team by frequent visits to the school. The DSL has formed effective links with external agencies and readily seeks advice when required, to ensure that pupils receive the early help they need and are suitably supported. Records are appropriately maintained and stored confidentially. Staff have a clear understanding of their responsibilities to safeguard children and know that they can make a direct referral to external agencies if necessary. They are also clear about how to report any concerns about they may have about other staff members. New staff, on joining the school, have suitable induction, which includes guidance on the most recent statutory documentation. The DSL and team all have the appropriate levels of advanced training required for their roles, which is in line with local requirements. The DSL also ensures that all staff receive regular formal training and informal updates on safeguarding practice. However, staff have not received any specific training for online safety or for peer-on-peer abuse as required in current statutory guidance.

2.5 A suitable safer recruitment policy is in place, which is correctly implemented. All staff duly sign a disqualification check under the Childcare Act 2006. References and employment history checks are correctly completed on staff before they begin work. Any historical discrepancies have been suitably addressed. Governance review safeguarding practice at each termly board meeting; the next formal annual review is to take place in July 2019. Appropriate filtering systems are in place for the use of technology and pupils, during interview, demonstrate a secure awareness about the dangers of social media use. Further, they cite that they are confident any concerns they share with staff would be promptly addressed. They feel safe, secure and well supported by all staff, leaders and managers.

Welfare, health and safety of pupils – behaviour [ISSR Part 3, paragraph 9; EYFS 3.52 – 3.53]

2.6 The school does not meet all of the standard and requirements.

2.7 A suitable behaviour management policy is in place and published on the school website, so that parents have easy access to the document. The policy contains clear guidance on the school rules, rewards and sanctions to be applied in the event of misbehaviour. However, sanctions for misbehaviour have not always been appropriately given out, in line with the school's policy. Senior leaders have duly recognised this and undertaken appropriate action, in line with external agency requirements. Further, senior leaders and managers have reviewed the systems to ensure a consistent and appropriately tiered approach to behavioural management across the school, predominantly focusing on positivity. During discussions, pupils speak enthusiastically of the many forms of rewards they receive for good behaviour and academic achievement. All agree that that the rewards system is motivating and effective. Additionally, pupils cite that any sanctions given are just and applied fairly.

Welfare, health and safety of pupils – bullying [ISSR Part 3, paragraph 10]

2.8   The school meets the standard.

2.9   A suitable anti-bullying policy is in place, which is implemented effectively to ensure that bullying is prevented in so far as reasonably practicable. Appropriate records are maintained and regularly monitored by senior staff to identify patterns and take suitable safeguarding action if necessary. Documentation clearly demonstrates liaison with parents about any incidents concerning their child. Pupils' secure awareness of anti-bullying measures is promoted through their personal, social and health education (PSHE) lessons, assemblies and events, such as anti-bullying week. During discussion, pupils and staff cite that bullying is rare and they are confident that any such incidents would be promptly addressed.

Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11; EYFS 3.54]

2.10   The school meets the standard and requirements.

2.11   The school has an appropriate health and safety policy, which is implemented effectively. Senior leaders and managers have undertaken a comprehensive review of procedures to improve systems for managing health and safety. Documentation, alongside safety record checks, demonstrate rigorous regard to ensure, as far a reasonably practicable the welfare, health and safety of both adults and pupils.

Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12; EYFS 3.55]

2.12   The school meets the standard and requirements.

2.13   A suitable fire safety policy is in place, which clearly sets out procedures for emergency evacuation. The named competent person has appropriate training and staff, during discussion, state they have received training and are fully aware of the procedures to follow in the event of a fire. Regular fire drills ensure that pupils know what to do in the event of an alarm sounding. Appropriate records are maintained and monitored by senior staff. Fire safety equipment is suitably checked by external consultants and any remedial action identified has been promptly addressed by the school.

Welfare, health and safety of pupils – first aid [ISSR Part 3, paragraph 13; EYFS 3.25, 3.44-3.47, 3.50]

2.14   The school meets the standard and requirements.

2.15   Procedures for first aid are implemented in line with the school's written first aid policy. Staff have appropriate training, which is regularly updated, and staff in the EYFS have attended paediatric first aid training. The school ensures that at least one qualified person is available on the premises at all times and to accompany children in the EYFS and older pupils on outings. Records for first aid and medication are appropriately maintained and monitored to identify patterns.

Welfare, health and safety of pupils – supervision [ISSR Part 3, paragraph 14; EYFS 2.28-3.30]

2.16   The school meets the standard and requirements.

2.17   Pupils, including children in the EYFS, are appropriately supervised at all times by suitably experienced staff. During discussion, pupils state that there is a staff presence at all times, both indoors and during outside activities and break times.

Welfare, health and safety of pupils – admission and attendance registers [ISSR Part 3, paragraph 15; EYFS 3.27]

2.18   The school does not meet the standard and requirements.

2.19   Attendance registers are appropriately maintained in accordance with regulatory requirements. The admission register records most of the required information about each pupil registered at the school, but this does not include detail about a school that a pupil may have previously attended or, for those moving schools, the name of the destination schools. Appropriate reports are made to the local authority for pupils who move schools at non-standard transition times during the school year.

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

2.20   The school meets the standard and requirements.

2.21   An efficient and effective approach is taken to managing risk, to ensure the welfare of pupils, including children in the EYFS. An appropriate risk assessment policy is in place and staff have all received training in assessing risk for their respective areas and for organising school outings. Scrutiny of risk assessment documents show that appropriate evaluations are undertaken, which includes consideration towards the needs of vulnerable pupils and children in the EYFS, including those who may have behaviour difficulties. All risk assessments are reviewed and signed off by senior leaders. Governors, through the health and safety committee, provide suitable oversight of the arrangements.

Welfare, health and safety of pupils – The Equality Act 2010, Schedule 10

2.22   The school meets the requirements.

2.23   A suitable written accessibility access plan is in place and appropriately implemented. This provides for reasonable adjustment to the curriculum, provision of information and physical environment, to accommodate the needs of disabled pupils. The plan sets out a clear and reasonable timeframe and takes appropriate account of pupils' disabilities.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21; EYFS 3.9 – 3.12]

2.24   The school meets the standards and requirements.

2.25   The school implements the correct procedures for the recruitment of all new staff, volunteers and proprietors before they begin work at the school. Since the previous inspection visit, senior leadership has taken over responsibility for recruitment checks. A full audit of the procedures was undertaken in January 2019 and any historical discrepancies, including ensuring that staff are medically fit to undertake their roles, have been appropriately rectified. Senior leaders have attended recruitment training courses and demonstrate a secure understanding of the process, which is also clearly documented in the recruitment policy. The single central register of appointments now accurately records staff and others' recruitment checks.

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

2.26   The school meets the requirements.

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; EYFS 3.74, 3.75]

2.28 The school meets the standard and requirements.

2.29 Procedures for addressing concerns and complaints are handled in line with the school's published procedures, which meet regulatory requirements. Scrutiny of documentation shows that any such issues are promptly responded to by staff, leaders and managers. The complaints log is appropriately maintained and regularly monitored by senior leaders and governance.

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

2.30 The school does not meet the standard.

2.31 The proprietor does not ensure that the leadership and management demonstrate good skills and knowledge, fulfil their responsibilities effectively and actively promote the well-being of the pupils. Staff have not received adequate safeguarding training in online safety and peer on peer abuse. In the past, sanctions for behaviour management have not been appropriately imposed, in line with school policy. The admissions register does not record all the requisite information determined in statutory requirements.

3. Regulatory action points

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

ISSR Part 3, Welfare, health and safety, paragraph 7; EYFS 3.4, 3.6

- Ensure that all staff receive appropriate training for online safety and peer on peer abuse, in line with current statutory guidance [paragraph 7(a) and (b); EYFS 3.4, 3.6].

ISSR Part 3, Welfare, health and safety, paragraph 9; EYFS 3.52

- Ensure that sanctions for misbehaviour are appropriate and follow the guidance as set out in the behaviour policy [paragraph 9; EYFS 3.52].

ISSR Part 3, Welfare, health and safety, paragraph 15; EYFS 3.27

- Ensure that the admissions register records a pupil's previous school of attendance and the name of any destination school, in line with statutory requirements [paragraph 15; EYFS 3.27].

ISSR Part 8, Leadership and management, paragraph 34

- Ensure that leadership and management acquire the good skills and knowledge to fulfil their responsibilities effectively, so that the standards are met consistently, and pupils' well-being is actively promoted [paragraph 34 (1)(a), (b) and (c)].

4. Summary of evidence

Written materials

- Safeguarding policy; records and safeguarding review

- Records of staff training with particular reference to safeguarding, bullying and the promotion of good behaviour

- Code of conduct for staff

- Whistleblowing policy

- Admissions policy

- Equal opportunities policy

- Disability access plan and reasonable adjustment policy

- Safer recruitment policy

- Behaviour and anti-bullying policies and incident logs

- First Aid policy

- Health and safety and fire safety policies and records

- Risk assessment policy and sample risk assessments

- Supervision policy

- Admission and attendance registers

- Staff recruitment policy and personnel files

- Single central register of appointments

- Complaints policy and complaints log

Meetings with school personnel

- Introductory meeting with head – to discuss arrangements for the day and to provide initial thoughts on areas specified as a focus for the visit

- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff

- Meeting with senior staff – to discuss health and safety arrangements, fire safety, risk assessment

- Meeting with staff – to discuss first aid and medical arrangements

- Meeting with senior leadership to review records in connection with behaviour and bullying

- Meeting with senior leadership to discuss equality of access

- Meeting with senior staff responsible for admissions and attendance registers

- Meeting with senior leadership responsible for carrying out staff recruitment checks – to review school's recruitment procedures, to scrutinise single central register of appointments and to check staff recruitment files

- Meeting with the chair of governors to discuss monitoring and oversight

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Tour of the school
- Interview with pupils in Years 5 and 6 chosen by inspectors
- Interview with a selection of teaching and non-teaching staff, chosen by inspectors
- Meeting of inspectors
- Feedback to the school