

Advice Note for a Progress Monitoring Visit

School name	Cleveland's Day Preparatory School
DfE number	350/6011
Address	425 Chorley New Road Bolton Lancashire BL1 5DH
Headmistress	Mrs Lesley Parlane
Proprietor	Mr Ali Khan
Date of visit	9 October 2018

1. Introduction

Characteristics of the school

- 1.1 Cleveland's Day Preparatory School is a co-educational day school for pupils aged three to eleven years. Founded in 1962, the school moved to its present site in 2001. The school is owned by Alpha Schools Holdings Ltd. A board of three directors, including the sole proprietor, forms the governing body which oversees the work of the school.
- 1.2 The school has eight pupils who require support for special educational needs and/or disabilities, none of whom have an education, health and care plan. One pupil speaks English as an additional language. The school's previous inspection was a regulatory compliance inspection in April 2018.

Purpose of the visit

- 1.3 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 regulatory compliance inspection in April 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, Para 7(a) and (b); Safeguarding	Met
Part 3, Para 12; Fire	Met
Part 4, Para 18(2)(c)(ii) and (3); Suitability of Staff	Met
Part 8, Para 34(1)(a) and (b); Leadership and Management	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7(a) and (b)]

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 standards.
- 2.4 Safeguarding arrangements are correctly implemented and provide suitable support for pupils' needs. All staff have received training in recent changes to regulatory guidance and online safety. New staff receive induction training to ensure they understand their safeguarding responsibilities, which includes the identity of the designated safeguarding leads, the staff code of conduct, whistle blowing procedures and the pupil behaviour policy. The designated safeguarding leader (DSL) and deputy (DDSL) are both members of the senior leadership team, and have appropriate levels of training for their roles, which is in line with local procedures and includes training for e-safety. The DSL regularly provides informal updates on any changes to the safeguarding policy and its implementation, and regularly checks staff and governors' understanding through discussion in weekly staff meetings. During interview, staff demonstrated that they have a clear understanding of their safeguarding responsibilities. They recognise the importance of 'early help' strategies and know how to report any concerns about pupils or other staff, and stated that any concerns about senior leaders are reported to the proprietor. Appropriate records for safeguarding concerns are kept, which are regularly monitored by the DSL and proprietor. These show timely and appropriate liaison with local safeguarding agencies and parents. The proprietor is the board level safeguarding lead who has appropriate training and experience for the role. The board undertakes an annual safeguarding review with due diligence, demonstrating appropriate challenge and support in its oversight of arrangements.

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

- 2.5 The school meets the standard.
- 2.6 The school has a suitable fire risk assessment which is regularly reviewed by the senior leadership team. Records show that all staff have been recently trained in fire safety and the use of fire extinguishers. Two staff have now completed training as fire marshals and they share the role of the competent person. The school carries out regular fire drills which are appropriately recorded, and contact is made with emergency services when necessary. Emergency routes and fire exits are fully signposted. Staff and visitors are provided with relevant fire safety information. Alarm points, extinguishers and emergency lighting are all checked regularly and maintained by an external competent person. Fire safety arrangements are appropriately managed and careful records kept to ensure that all combustible material is appropriately stored and fire exits are clear of any obstruction.

The suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21.]

- 2.7 The school meets the standards.
- 2.8 The school now implements the correct procedures for the recruitment of all new staff and proprietors before they begin work at the school, including the required medical check. The process is correctly set out in the recruitment policy. Staff files are well managed and contain all the required information, which is cross-referenced on a checklist at the start of each file. The procedures for recording checks on the single central register of appointments (SCRA) demonstrate the accurate recording of staff recruitment checks. Senior leaders and the proprietor regularly monitor the implementation of the recruitment process which includes checking of the SCRA.

Provision of information [ISSR Part 6, paragraph 32]

- 2.9 The school meets the standard.
- 2.10 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]

- 2.11 The school meets all of the standards.
- 2.12 The school's leadership and management demonstrate good skills and knowledge and fulfil their responsibilities effectively so that the Independent School Standards are met consistently. All discrepancies identified at the previous inspection have been appropriately rectified. Proprietorial review is thorough to ensure that policies are effectively implemented in practice and actively promote the well-being of all pupils.

3. Regulatory action points

- 3.1 For the regulations which were the focus of this visit, the school meets all of the requirements of the Education (Independent School Standards) Regulations 2014, and requirements of the Early Years Statutory Framework, and no further action is required as a result of this visit.

4. Summary of evidence

Written materials

- Safeguarding policy
- Records of staff training with particular reference to safeguarding and fire safety
- Code of conduct for staff
- Staff recruitment policy
- Single central register of appointments
- Fire Risk assessment Policy

Meetings with school personnel

- Introductory meeting with head – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with head and competent person re fire arrangements
- Meeting with staff 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
- Telephone meeting with proprietor to discuss safeguarding, recruitment and arrangements for fire safety

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Tour of the school
- Interviews with pupils, in Years 4, 5 and 6 chosen by inspectors
- Meeting with a group of 5 staff re safeguarding and fire arrangements.
- Meeting with head to feedback