

## **COPTHORNE PREPARATORY SCHOOL**

Effingham Lane, Copthorne, West Sussex, RH10 3HR

**06 JULY 2018**

### **CHARACTERISTICS OF THE SCHOOL**

Copthorne Preparatory School is an independent co-educational day and boarding school for pupils between the ages of 2 and 13 years. The school is owned by a registered charity and has a governing body. There are currently 363 pupils on roll, 102 of whom are in the Early Years Foundation Stage, and ten who are full-time boarders, with a maximum of 22 boarding at any given time. The number of pupils requiring support for special educational needs and/or disabilities (SEND) is 84. They require support with dyslexia, dyspraxia and other conditions. Two pupils have a statement of special educational needs or an education, health and care (EHC) plan. One pupil has English as an additional language (EAL) and receives additional support for their English. The previous ISI Regulatory Compliance Inspection took place on 21 to 22 February 2018.

### **PURPOSE OF THE VISIT**

This was an unannounced progress monitoring visit at the request of the Department for Education to check that the school has fully implemented the action plan submitted following the previous regulatory compliance inspection. The focus of the visit was on safeguarding and the quality of leadership and management.

### **INSPECTION FINDINGS**

**Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b), 8 (a) and (b); EYFS 3.4, 3.5, 3.6, 3.7 and 3.8]; Provision of information to parents [ISSR Part 6, paragraph 32 (1) (c) and NMS 11]**

The regulation, standard and requirements are met.

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.

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 2016 (KCSIE)*. The policy identifies a governor with responsibility for the oversight of safeguarding, and is further supported by suitable guidance covering the safe recruitment of staff, whistleblowing, a staff code of conduct and information on how pupils are educated about online safety.

The school implements the safeguarding policy effectively and in line with current statutory guidance. Safeguarding procedures are well managed and follow the local authority guidance, ensuring the welfare of both day and boarding pupils. Appropriate procedures are in place to support pupils in need or at risk. 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 local authority inter-agency training.

All other staff receive regular safeguarding training, which includes the dangers of extremism and radicalisation. They understand their responsibilities, are aware of how to refer concerns, and understand that anyone can make

a referral to the children's services. New staff have undergone suitable induction training. All staff have received and read a copy of KCSIE Part 1 and Annex A. Staff report that they receive informal updates from the DSL and additional on-line training to confirm their understanding of procedures. Records of staff training confirm that all staff receive suitable training.

Staff understand proper procedures for reporting any allegations against 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 safeguarding governor visits the school regularly, conducts a safeguarding audit, and reports back to the main board. Governors formally review the school's policy and arrangements annually.

Since the previous inspection, the school has ensured that all recruitment checks required by current statutory guidance, including checks on the right to work in the United Kingdom and checks against the lists of those prohibited from teaching, where applicable, are completed before staff commence employment at the school, including those who care for, train, supervise or are in charge of boarders.

**Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18(1), 18(2)(c)(iii), 18(2)(f), 18(3), 21(1), 21(3)(a)(vii) and NMS 14.1]**

The regulations and standard are met.

The proprietor and leadership have ensured that the school makes appropriate checks to ensure the suitability of staff, supply staff, and proprietors, and that a register is kept as required. Leaders have re-organised the register and individual staff files since the previous inspection and these now systematically and clearly record the dates when the appropriate checks have been made.

Staff appointed since the previous inspection have been checked appropriately and as required. In particular, the school has ensured that all the required recruitment checks on staff, including those who care for, train, supervise or are in charge of boarders, are carried out, and correctly recorded where relevant, before each person starts working at the school. These checks include their right to work in the United Kingdom.

**Quality of leadership and management [ISSRs Part 8, paragraphs 34(1), (a) and (b), and NMS 13.1, 13.3, 13.4, 13.5 and 13.8]**

The regulation and standard are met.

The proprietor ensures that the leadership and management demonstrate good skills and knowledge, and fulfil their responsibilities effectively, so that the independent school standards are met consistently and they actively promote the well-being of the pupils. Since the previous inspection, leaders and governors have ensured that the action points from the previous inspection been appropriately addressed. Specifically, they have introduced systematic monitoring of safer recruitment procedures, including the carrying out and recording of required pre-employment checks.

## **REGULATORY ACTION POINTS**

The school meets all of the requirements of the Education (Independent School Standards) Regulations 2014, National Minimum Standards for Boarding Schools 2015 and requirements of the Early Years Statutory Framework 2014.