

Report for a Progress Monitoring Visit

School name	HawleyHurst School
DfE number	850/6046
Address	Fernhill Road Blackwater Camberley Surrey GU17 9HU
Principal	Miss Victoria Smit
Proprietor	Miss Victoria Smit
Date of visit	19 June 2019

1. Introduction

Characteristics of the school

- 1.1 HawleyHurst School is a co-educational day school for boys and girls aged from two to eighteen. It was formed in January 2018 by the merger of Hurst Lodge School, situated in Ascot, and Hawley Place School, and is now located on the Hawley Place site. The school is owned by a limited company and the current principal is the proprietor. At the time of the visit, there were 282 pupils in the school, 119 boys and 163 girls, of whom 101 were in the junior school (including the Early Years Foundation Stage (EYFS), and 7 in the sixth form. The school has identified 61 pupils as having special educational needs and/or disabilities (SEND), all of whom receive additional support. There are 27 pupils with educational health care (EHC) plans. There are 4 pupils for whom English is an additional language (EAL), none of whom receive support from the school. The previous inspection was an unannounced additional inspection in March 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 Additional Inspection on 13 March 2018. Almost all of the failures in that inspection were because, at that time, the merged schools had yet to combine their written policies.

Regulations which were the focus of the visit	Team judgements
ISSR Part 1, paragraph 2 (curriculum)	Met
ISSR Part 3, paragraphs 7; EYFS requirements 3.4, 3.5, 3.14 (safeguarding)	Met
ISSR Part 3, paragraph 9 (behaviour); EYFS 3.52	Met
ISSR Part 3, paragraph 10 (bullying); EYFS 3.52	Met
ISSR Part 3, paragraph 11 (health and safety)	Met
ISSR Part 3, paragraph 12 (fire)	Met
ISSR Part 3, paragraph 13 (first aid); EYFS 3.25, 3.45	Met
ISSR Part 3, paragraph 14 (supervision); EYFS 3.28	Met
Part 3, paragraph 16 (risk assessment); EYFS 3.64, 3.65	Met
ISSR Part 5, paragraph 24 (medical accommodation)	Met
ISSR Part 6, paragraph 32 (provision of information)	Met
ISSR Part 7, paragraph 33 (complaints); EYFS 3.74, 3.75	Met
ISSR Part 8, paragraph 34 (leadership and management)	Met

2. Inspection findings

Quality of education provided – curriculum [ISSR Part 1, paragraph 2; EYFS 1.6]

- 2.1 The school meets the standards and the requirements.
- 2.2 A single written curriculum policy is now provided for the merged schools.

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

Safeguarding policy

- 2.3 The school meets the requirements.
- 2.4 The school has an appropriate policy for safeguarding, which provides suitable arrangements to safeguard and promote the welfare of pupils at the school. The policy does not contain any out-of-date references to arrangements such as boarding, which no longer apply to the merged school. It clarifies the roles and responsibilities of the named individuals with designated safeguarding positions. The designated safeguarding leads (DSLs) receive inter-agency training suitable for the local authority with which the school primarily liaises. All members of staff understand the procedures required of them, should there be child protection allegations against the principal or any other member of staff with a designated safeguarding role.

Safeguarding implementation

- 2.5 The school meets the standard and requirements.
- 2.6 The implementation of the school's safeguarding procedures is effective in providing appropriate support for the needs of pupils of all ages. Procedures are implemented to safeguard children at risk and those in need. Staff show effective understanding of their responsibilities, including in those areas which are the focus of most recent changes in safeguarding guidance, in particular elements of peer-on-peer abuse. They are aware of the particular needs of pupils with SEND and communicate regularly with health and other agencies to promote the well-being of these pupils. Suitable recruitment procedures for staff are detailed in a separate recruitment policy. Staff show appropriate awareness of the staff code of conduct and safeguarding procedures. They are aware of who to go to if they have a concern or receive a disclosure and also that they can make a referral to children's services if necessary.
- 2.7 The safeguarding policy includes suitable definitions of abuse. It provides appropriate guidance regarding possible abuse by one or more pupils against another pupil, including linking such abuse to bullying. There is effective co-ordination between the DSLs, their deputies, the inclusion officer and the head. The school has an effective understanding of the local guidance on reporting pupil-on-pupil abuse. Discussion with the designated safeguarding leads (DSLs) for the school confirmed that pupils receive suitable help to address risks and prevent issues escalating. The DSLs act on and refer the early signs of risk or need, monitor any potential for radicalisation, and ensure the school listens to the views of individual pupils as required by KCSIE. Effective communication is maintained with parents unless inappropriate, and staff are clear that they cannot promise confidentiality if a parent makes a disclosure which requires action to be taken by the DSL or external agencies. Pupils receive guidance on staying safe and show understanding of what they have been taught, including in relation to e-safety; monitoring and filtering of technology is effective.

- 2.8 The safeguarding policy gives contact details for required local agencies. Arrangements for handling allegations against staff are included in safeguarding procedures. The school understands its role in reporting any person whose services are no longer used where referral criteria are met, to the Disclosure and Barring Service (DBS) and/or the Teacher Regulation Agency (TRA). Alternative persons of appropriate status are provided in the absence of the DSL.
- 2.9 The annual review of safeguarding is appropriate, with the most recent review of policy undertaken in August 2018. There is regular contact between those with safeguarding responsibilities and a designated director regarding safeguarding. When incidents linked to safeguarding occur, they are communicated to the designated director and the principal.
- 2.10 The training for the DSL and deputies is appropriate. All teaching and non-teaching staff complete annual training, and in addition the DSL provides regular updates. Staff understanding is checked appropriately. Central records of staff attendance at training are kept systematically and these enable any staff who miss training to receive appropriate alternative guidance.

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

- 2.11 The school meets the standard and requirement.
- 2.12 The school effectively implements a behaviour policy. Any behavioural incidents are dealt with proportionately, and records of sanctions are kept. Due regard is given to pupils with SEND.

Welfare, health and safety of pupils – bullying [ISSR Part 3, paragraph 10; EYFS 3.52]

- 2.13 The school meets the standard and the requirement.
- 2.14 The school effectively implements its anti-bullying policy and records kept enable a clear overview of any occurrences. Allegations and rumours of bullying are rigorously investigated, and action taken is recorded. Support is given for both victim and perpetrator, and the outcome is monitored. Any incidents of peer-peer abuse are considered as potential safeguarding issues. Although not written in the policy, records show cognizance of pupils with SEND.

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

- 2.15 The school meets the standard.
- 2.16 The school has a detailed health and safety policy for the merged schools which is effectively implemented. There is a regular programme of checks by external consultants of the safety of electrical appliances, gas, water and other risky areas.

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

- 2.17 The school meets the standard.
- 2.18 The school has appropriately assessed the risk of fire on its site. The school has appointed a competent person to oversee fire arrangements. Procedures are clear and understood by staff. Emergency lighting, fire alarms, smoke detectors and firefighting equipment are checked regularly, and fire drills are held termly and systematically recorded.

Welfare, health and safety of pupils – first aid [ISSR Part 3, paragraph 13; EYFS 3.25, 3.45]

- 2.19 The school meets the standard and the requirements.
- 2.20 A single written first aid policy is provided for the merged schools. The policy provides clear guidance to staff on the use of toilets by sick and injured pupils.

Welfare, health and safety of pupils – supervision [ISSR Part 3, paragraph 14; EYFS 3.28]

- 2.21 The school meets the standard and the requirement.
- 2.22 Pupils of all ages are appropriately supervised throughout the school day

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

- 2.23 The school meets the standard and the requirements.
- 2.24 The school has an appropriate risk assessment policy which is effectively implemented. Staff show a good awareness of the measures need to assess and mitigate risk both in school and on out-of-school activities, including in the EYFS and woodland learning environment.

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

- 2.25 The school meets the standard.
- 2.26 There is a suitable medical centre which can be used by all age groups in the school. The centre contains a toilet and washing facilities for sick and injured pupils.

Provision of information [ISSR Part 6, paragraph 32]

- 2.27 The school meets the standard.
- 2.28 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding, a curriculum and first aid policy for the merged schools are published on the school's website.

Manner in which complaints are handled [ISSR Part 7, paragraph 33; EYFS 3.74, 3.75]

- 2.29 The school meets the standard and the requirements.
- 2.30 Parental complaints, if any, are handled effectively through a three-stage process, (informal, formal and a hearing before a panel of three, one of whom is independent of the school). Each stage has clear time scales, and at the third stage the panel can make findings and recommendations which are communicated to the complainant. Records are kept appropriately, including of any action taken, whether or not a complaint is successful.

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

2.31 The school meets the standard.

2.32 Those with leadership and management responsibilities demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the independent school standards are consistently met, and the well-being of pupils is actively promoted. Appropriate procedures are implemented which allow senior leaders and directors to manage safeguarding and welfare arrangements and monitor compliance with regulations and EYFS requirements, including those concerned with staff recruitment, health and safety. Directors regularly review policies and the effectiveness of their implementation.

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
- PHSE scheme of work
- Topic planning for EYFS (in company of head of EYFS)
- Induction arrangements
- Staff code of conduct
- Whistleblowing policy
- Records of safeguarding training
- Certificates of training for DSL(s)
- Records of all safeguarding incidents since previous inspection
- Records of all bullying incidents since previous inspection
- Records of review of safeguarding by director
- List of qualified first aiders with dates and details of training
- First aid policy
- First aid training certificates
- Paediatric first aid training certificates
- Fire report and action plan.
- Fire risk assessment
- Fire drill records
- Checks of fire extinguishers; emergency lighting etc
- Risk assessment policy
- Sample of risk assessments (including daily walk round checks in EYFS)
- Complaints log and correspondence for all formal complaints (stage 2 and 3) since previous inspection

Meetings with school personnel

- Introductory meeting with head
- Meeting with chief operating officer
- Meeting with bursar
- Meeting with the DSL as DSL, and then as deputy head.
- Meeting with site manager
- Meeting with Nursery staff
- Meeting with EYFS staff

- Meeting with other staff
- Meeting with person i/c inclusion
- Meeting with person i/c SEND
- Tour of the school
- Meeting of inspectors