

## Report for a Progress Monitoring Visit with Material Change

<b>School name</b>	Lichfield Cathedral School
<b>DfE number</b>	860/6012
<b>Registered charity number</b>	1137481
<b>Address</b>	The Palace The Close Lichfield Staffordshire WS13 7LH
<b>Headteacher</b>	Mrs Susan Hannam
<b>Chair of governors</b>	Mr Colin Hopkins
<b>Date of visit</b>	4 June 2019

## 1. Introduction

### Characteristics of the school

- 1.1 Lichfield Cathedral School is a day school providing education for girls and boys aged from two to eighteen years. Originally founded in 1942 as a preparatory school for boy choristers, girls have been admitted since 1974 and girl choristers were installed in 2012. The school has two sites. Pupils from the Early Years Foundation Stage (EYFS) to the end of Year 4 are taught on a site at Longdon, some three miles from the city centre, and the remainder are taught in buildings in and around the cathedral close. The school is a charitable trust governed by a board of trustees, of whom five are appointed by the cathedral chapter. At the time of the visit, there were 479 pupils on roll (236 girls and 243 boys), of whom 148 were in the junior section, including 54 children in the EYFS; 331 were in the senior school; and 50 were in the sixth form. The visit was focused on the senior school and sixth form.
- 1.2 The school has 58 pupils who require support for special educational needs and/or disabilities, and six have a statement of special educational needs or an education, health and care plan. Four pupils speak English as an additional language. The school's previous inspection was a regulatory compliance inspection in November 2018.

### Purpose of the visit

- 1.3 This was an unannounced progress monitoring visit (PMV) 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 of November 2018.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraph 7 (safeguarding)	Met
ISSR Part 4, paragraphs 18 to 21 (suitability of staff)	Met
ISSR Part 6, paragraph 32 (provision of information)	Met
ISSR Part 8, paragraph 34 (leadership and management)	Met

## 2. Inspection findings

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7]

#### Safeguarding policy

- 2.1 The school meets the requirement.
- 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 standard.
- 2.4 Implementation of the school's safeguarding procedures is effective in providing appropriate support for pupils' needs.
- 2.5 Safeguarding procedures are implemented effectively to safeguard children at risk and those in need. Staff show effective understanding of their responsibilities. Those of the designated safeguarding lead (DSL) have been increased since the previous inspection to include monitoring of recruitment procedures, which is effective. These have been carried out appropriately since the previous inspection, including in obtaining references before staff begin work. Staff show appropriate awareness of appropriate conduct. In interviews, staff showed effective understanding of the training they have received in safeguarding. 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. Recent incidents where concerns about pupils have arisen have been referred to the DSL promptly by staff.
- 2.6 The safeguarding policy includes suitable definitions of abuse following slight amendment during the visit. It provides appropriate guidance regarding possible abuse by one or more pupils against another pupil, and this has been followed in handling recent concerns. The DSL acts on and refers the early signs of risk or need, monitors any potential for radicalisation, and ensures the school listens to the views of individual pupils as required by KCSIE. Staff with particular responsibilities monitor children in need effectively. Pupils receive guidance on staying safe and show understanding of what they have been taught. They confirm that the school takes action when they express concerns. In year groups where pupil numbers have recently increased, numbers of pastoral staff have been increased to ensure appropriate levels of support.
- 2.7 The safeguarding policy gives contact details for required local agencies and contact with these is prompt when concerns arise about any pupil, with guidance received being followed appropriately. Arrangements for handling allegations against staff are included in safeguarding procedures; they include seeking immediate advice from the local authority designated safeguarding officers (LADO). 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). No occasions to report staff have arisen since the previous inspection. Alternative persons of appropriate status are provided in the absence of the DSL.
- 2.8 Review of safeguarding is appropriate. Contact has been increased since the previous inspection between those with safeguarding responsibilities and a designated governor with responsibility to liaise regarding safeguarding. Meetings include review of recruitment procedures as well as liaison with the cathedral. Action to review reported deficiencies in recruitment procedures was swift and effective. Governors have ensured that safeguarding is an integral element of plans for material change by increasing pupil numbers.

- 2.9 The training for the DSL and deputies is appropriate. Training is held in the school for teaching and non-teaching staff. Training is of sufficient quality and scope and staff understanding is checked appropriately. Where checks, such as through a safeguarding quiz, show any area of uncertainty from any staff, subsequent update training includes relevant and effective training in that area. Central records of staff attendance at training are kept systematically.

### **Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21]**

- 2.10 The school meets the standards.
- 2.11 The school makes all appropriate checks to ensure the suitability of staff, supply staff, and proprietors, including checks for prohibitions from teaching, including for peripatetic and part-time staff. All checks are completed before staff begin work. No governors have been appointed since the previous inspection but systems introduced since then are sufficient, if implemented effectively, to ensure that all required checks on proprietors are undertaken, including checks against the barred list where relevant, criminal record checks, proof of identity, checks against the list of those prohibited from management and of right to work in the UK. All required checks are recorded appropriately in the single central register of appointments (SCR).

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

- 2.12 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]**

- 2.13 The school meets the standard.
- 2.14 Appropriate procedures are implemented which allow senior leaders and the proprietor to manage safeguarding and welfare arrangements and monitor compliance with regulations, in particular those concerned with staff recruitment where oversight has been strengthened through the involvement of senior leaders with specialist knowledge of safeguarding, and monitoring by the safeguarding governor. Governors reviewed safeguarding and recruitment policies following the previous inspection and proposed actions following that review have been implemented successfully. Planning for proposed material change is effective, taking into account changes to the utilisation of available space and necessary refurbishment for the change of use of what were previously boarding areas for teaching and dedicated facilities for sixth formers. Evidence shows that senior leaders actively promote the well-being of pupils.

### **3. Regulatory action points**

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

## 4. Summary of evidence

### Written materials

- Safeguarding policy
- Details of staff training with particular reference to safeguarding
- Staff recruitment procedure and associated risk assessment
- Single central register of appointments
- Governors' minutes with regard to oversight of safeguarding, including recruitment checks;

### Meetings with school personnel

- Introductory meeting with the head teacher – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the DSL, and DDSL for the junior school – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with staff responsible for carrying out and overseeing staff recruitment checks – to review school's recruitment procedures, associated risk assessments, to scrutinise the SCR and to check staff recruitment files

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Interview with pupils in Years 9 and 12 chosen by inspectors
- Interview with a group of teaching and non-teaching staff chosen by inspectors
- Meeting of inspectors
- Review of the day's proceedings with the head teacher.