



**ISI** Independent  
Schools  
Inspectorate

**Progress Monitoring Inspection Report**

**Newcastle Preparatory School**

**October 2022**

## School's details

<b>School</b>	Newcastle Preparatory School			
<b>DfE number</b>	391/6003			
<b>Registered charity number</b>	668983			
<b>Address</b>	Newcastle Preparatory School 6 Eslington Road Jesmond Newcastle upon Tyne Tyne and Wear NE2 4RH			
<b>Telephone number</b>	0191 2811769			
<b>Email address</b>	office@newcastleprepschool.org.uk			
<b>Headteacher</b>	Miss Gemma Strong			
<b>Chair of governors</b>	Mrs Susan Blair			
<b>Age range</b>	3 to 11			
<b>Number of pupils on roll</b>	285			
	<b>EYFS</b>	<b>77</b>	<b>Juniors</b>	<b>208</b>
<b>Date of inspection</b>	3 October 2022			

## 1. Introduction

### Characteristics of the school

- 1.1 Newcastle Preparatory School is an independent co-educational day school located in Jesmond, Newcastle. All pupils, including those within the Early Years Foundation Stage (EYFS), are located on the same site. The school is a charity directed by a board of governors who are also the trustees. The school has 33 pupils who require support for special educational needs and/or disabilities (SEND). No pupil has an education, health and care plan. There are 25 pupils who speak English as an additional language (EAL). The current headteacher was appointed in September 2022. The school's previous inspection was a focused compliance and education quality inspection in March 2022.

### Purpose of the inspection

- 1.2 This was an unannounced progress monitoring inspection at the request of the Department for Education (DfE) to check that the school has fully implemented the action plan submitted following the focused compliance and education quality inspection in March 2022. The inspection focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs), and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Met</b>
Part 3, paragraph 11 (health and safety)	<b>Met</b>
Part 3, paragraph 13 (first aid)	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils)	<b>Met</b>
Part 5, paragraph 24 (accommodation for medical needs)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 8, paragraph 34 (leadership and management)	<b>Met</b>

## 2. Inspection findings

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

#### 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 standard.
- 2.4 Safeguarding arrangements are implemented effectively, including in the EYFS. Arrangements reflect the current guidance appropriately and there is timely and appropriate communication with the statutory agencies when this is required. There is appropriate support for pupils' needs, including those with SEND. Staff listen to children and take appropriate and timely action when concerns are raised. Pupils are educated in how to keep safe online and understand how to do so. Filtering and monitoring of technology is appropriate.
- 2.5 All staff have received suitable training on the recent changes in statutory guidance and online safety, including their Prevent responsibilities. When new staff are appointed, they complete a comprehensive induction process to ensure they understand their safeguarding responsibilities. All staff are familiar with *Keeping Children Safe in Education (KCSIE)* Part 1 and Annex B. They understand the code of conduct for staff and whistleblowing procedures. The designated safeguarding lead (DSL) and two deputies have sufficient status and authority to undertake their roles. They have the appropriate level of training, which is in line with local procedures. The DSL provides regular updates to all staff and opportunities for discussion on any changes to safeguarding policies and their implementation.
- 2.6 Staff recognise the importance of 'early help' and intervention strategies, including where physical marks identified may prompt potential abuse. Staff, including those in the EYFS, are clear on the procedures for reporting any concerns about pupils and they do so appropriately. Teaching staff understand the types of child-on-child abuse that can occur and the need to react to and appropriately report such behaviours. Appropriate and detailed records of any safeguarding concerns are maintained. These show timely and appropriate liaison both with parents and the local multi-agency safeguarding hub (MASH). Records of safeguarding incidents demonstrate a culture in which detailed analysis of any incidents takes place. This is supported by effective monitoring systems, overseen by both the chair of governors and the governing board safeguarding lead.
- 2.7 There are appropriate measures in place to handle any allegations against adults working in the school. Staff understand these and are prepared to report any concerns they may have. The trustees undertake an annual safeguarding review with due diligence and safeguarding is a standing agenda item for all governing board meetings. Governors demonstrate rigour in their oversight of arrangements, which includes undertaking a review of any safeguarding incidents that may occur. They ensure appropriate recruitment checks are made. All governors have recently received appropriate training in safeguarding and the safeguarding governor conducts both remote and in school discussions with pupils to support the school's safeguarding culture.

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

- 2.8 The school meets the standard.

- 2.9 The school has updated its health and safety policy since the previous inspection to provide all staff with detailed and appropriate guidance on health and safety matters. There is a requirement for staff to acknowledge receipt of any new policy issued. Their understanding of any health and safety matters is reviewed periodically by senior staff through briefing updates. All staff are required to complete annual checklists for their own classrooms. The EYFS co-ordinator conducts twice-weekly checks of the Reception classroom and daily checks of the Nursery classroom.
- 2.10 Nominated members of staff have responsibility for the implementation and monitoring of health and safety matters, in conjunction with members of the governing body. The trustees have appointed a health and safety governor with suitable expertise. They attend all health and safety committee meetings and offer challenge and support to the school's management in connection with any concerns raised. Scrutiny of a recently conducted health and safety audit by an external group indicates that the school has acted appropriately on any recommendations made.
- 2.11 Staff receive appropriate training to undertake risk assessments. Risk is routinely assessed if there is any proposed change in the use of premises for any age group of pupils, including in the EYFS. A school wide analysis of records of accidents is conducted each term. This is reported to the school's health and safety committee for comment and action by senior leaders and governors.

### **Welfare, health and safety of pupils – first aid [ISSR Part 3, paragraph 13]**

- 2.12 The school meets the standard.
- 2.13 The school implements an appropriate policy for first aid. All staff receive basic first aid training and appropriate numbers of EYFS staff undertake paediatric first-aid training. This ensures that all children in the EYFS setting have access to staff trained in paediatric first aid, whether they are in school or are engaged on off-site activities. First aid boxes are strategically placed around the school and first aid kits are available from the bursar's office. In key locations across the school there are visual displays identifying those staff who are suitably qualified to give first aid. Senior staff monitor qualification renewal dates for staff working with all age groups of pupils. This ensures that qualifications are kept up to date. In the event of a first aid emergency or medical issue, staff act appropriately. Staff are aware of the need to consider a safeguarding referral if any injury they see is unexplained or causes concern. They act appropriately should such concerns arise.

### **Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14]**

- 2.14 The school meets the standard.
- 2.15 Arrangements for the supervision of pupils ensure that pupils' welfare is safeguarded. The arrangements are well documented, planned effectively and understood by staff. School staff are allocated appropriately to break and lunchtime supervision duties. School mobile phones available to staff undertaking supervisory duties mean they need not use personal mobile phones. Pupils are supervised appropriately when they move from the school site to the sports hall and recreation area, located a short distance from the main school. In the EYFS, ratios of staff to children are suitable and take into account the age, number and needs of the pupils. All supervision arrangements take into account the locations and activities involved. Senior leaders adjust supervision arrangements in the light of any incidents. There is suitably close monitoring of any pupils in the school where a specific welfare need has been identified.

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

- 2.16 The school meets the standard.

- 2.17 Suitable accommodation for the short-term care of sick or injured pupils is provided within the main school site and also within the sports hall. Both facilities include suitable rest and washing facilities with access to a toilet facility, either within the same room or adjacent to it. A lockable first aid cupboard is provided in both rooms. They are each used exclusively for pupils that require short term medical attention.

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

- 2.18 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 and provided to parents on request.

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

- 2.19 The school meets the standard.
- 2.20 Governors and senior leaders ensure that the required policies and records are appropriately maintained, effectively monitored and efficiently implemented. The school has implemented effectively the action plan required following the previous inspection. The trustees ensure that senior leaders and managers demonstrate good skill and knowledge, and fulfil their responsibilities effectively, so that the other standards are consistently met. They actively promote the wellbeing of the pupils.

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

- 3.1 For the regulations which were the focus of this inspection, 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 inspection.

## 4. Summary of evidence

- 4.1 The inspectors held discussions with the headteacher, senior leaders and other members of staff and met a group of governors. They visited different areas of the school and talked with groups of pupils. They scrutinised a range of documentation, records and policies.

### Inspectors

Mr Tony Halliwell

Reporting inspector

Mr William Burn

Assistant reporting inspector