

## **ST WINEFRIDE'S SCHOOL**

Belmont, Shrewsbury, Shropshire, SY1 1TE

**11 SEPTEMBER 2017**

### **CHARACTERISTICS OF THE SCHOOL**

St Winefride's School is a co-educational Roman Catholic school for boys and girls aged from three to eleven years. It was founded in 1868 by the Sisters of Mercy. It became a charitable trust in 1993 and is governed by a board of six trustees. It is located close to the centre of Shrewsbury and is adjacent to a Sisters of Mercy convent, to which it is closely linked. The school has an Early Years Foundation Stage (EYFS). It also has an infant section for pupils in Years 1 to 2 and a junior section for pupils in Years 3 to 6. At the time of the visit there were 149 pupils on roll, 70 boys and 79 girls. There are 33 pupils in the Early Years Foundation Stage. Ten pupils require support for special educational needs and/or disabilities and one pupil has an education, health and care (EHC) plan. No pupil has English as an additional language. The previous inspection was a compliance inspection in November 2016.

### **PURPOSE OF THE VISIT**

This was an unannounced visit carried out at the request of the DfE to check that the school has fully implemented the action plan submitted following the Regulatory Compliance Inspection in November 2016. The focus of the visit was on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs), particularly those concerned with safeguarding; welfare, health and safety including risk assessment; suitability of staff and proprietors and leadership and management.

### **INSPECTION FINDINGS**

#### **Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b) EYFS requirements 3.4-3.8];**

The school does not meet all of the regulation and requirements.

The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school and has regard to the latest statutory guidance *Keeping Children Safe in Education* (KCSIE).

Since the previous inspection, the school has made some progress towards addressing the regulatory weaknesses identified at the time of the previous inspection. New staff receive comprehensive induction training to ensure they understand their safeguarding responsibilities, including the detail of the school safeguarding policy and staff code of conduct.

All staff, including those who are regular visitors to the school, have received training in recent changes to regulatory guidance and on-line safety. The designated safeguarding leader (DSL) is a member of the senior leadership team, and the deputy designated safeguarding lead (DDSL) is co-opted on to the senior management team specifically for safeguarding reasons. Designated safeguarding trustees are also available to support the DSL and DDSL. These staff have appropriate levels of training for their roles, which is in line with local procedures. The DSL is the designated EYFS safeguarding lead and has appropriate knowledge about ensuring the welfare and well-

being of young children. The DSL regularly provides updates on any changes to safeguarding policy and its implementation and provides opportunity for staff to contribute to safeguarding arrangements. During interviews, staff demonstrated that they have a strong understanding of their safeguarding responsibilities. They recognised the importance of ‘early help’ strategies and knew how to report any concerns about pupils or other staff, and stated that any concerns about senior leaders are reported to the designated safeguarding trustees or the chair of trustees. Additionally, they acknowledged the importance of disclosing any required changes in personal circumstance to the senior leadership and stated that use of personal mobile phones and cameras is not permitted whilst pupils are present in school. Appropriate records for safeguarding concerns are kept, which are regularly monitored by the DSL. These show timely and appropriate liaison with police, parents and local agencies. Checks on staff who work with children in the EYFS or provide childcare in the later years (under the age of 8) for disqualification from childcare including by association checks are now undertaken in a timely manner. The proprietors undertake an annual safeguarding review, and have taken external advice to improve their oversight of arrangements. However, this has not been efficient enough to identify omissions in the safe recruitment process overall. Pupils, during discussions, commented that they are aware of safeguarding arrangements in school, including on-line safety. They felt that they were treated fairly and that staff are approachable, should they have a concern or worry.

#### **Welfare, health and safety of pupils - risk assessment [ISSR Part 3 Paragraph 16]**

The school does not meet the regulation.

Risk assessments are now regularly updated and adapted to the individual needs of pupils taking part, including for sports activities and off-site activities. A programme of effective monitoring is in place to ensure that appropriate action is taken to reduce risks that are identified. However, a risk assessment policy is not yet in place to provide a strategic overview of the process or identify the responsibilities of those involved.

#### **The suitability of staff, supply staff and proprietors [ISSR Part 4, paragraph 18 to 21; EYFS requirements 3.9-3.13]**

The school does not meet the regulations and requirements.

At the time of the previous inspection the school had not completed all the required checks on staff and some checks were undertaken after the start date. Separate barred list checks had not been taken when the DBS check had been delayed. Appropriate checks on the suitability of proprietors had not been recorded on the single central register. Some discrepancies relating to staff recruitment, identified at the previous inspection have been appropriately addressed. Checks relating to barred list checks for staff with delayed DBS checks are now undertaken correctly, and checks on the suitability of proprietors are now recorded as required on the single central register.

Since the previous inspection, not all safer recruitment checks have been completed on new staff and the detail of completed checks has not yet been added to the single central register. No evidence is available on staff files to show that the school have checked on the identity of a candidate, their right to work in the UK or whether further overseas checks have been carried out where required. Records show that medical checks on two recently appointed staff were completed after they commenced work at the school.

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

The school meets the regulation.

The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are provided to parents through the school website.

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

The school does not meet the regulations.

The leadership and management of the school do not yet fully demonstrate the skills and knowledge necessary to fulfil their responsibilities to ensure that the Independent School Standards and Regulations are met consistently.

Processes have not yet been established whereby leadership and management regularly monitor staff pre-appointment checks, the recording of those checks on the school's single central register and corresponding checks on staff files as required. As a result, there are still a number of incomplete and missing entries in the single central register and a lack of retention of copies of documents used for ID checks on staff files. The school is not yet in a position to ensure that the Independent School Standards are being consistently met.

## **REGULATORY ACTION POINTS**

The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework.

### **Welfare, Health and Safety - safeguarding [ISSR Part3, paragraphs 7(a) and 7(b)]**

- The school must ensure the completion of all safeguarding checks on prospective employees as required by current legislation including ID checks, the right to work in the UK and overseas checks on those who have lived or worked overseas.

### **Welfare, Health and Safety - risk assessment [ISSR Part 3, paragraph 16(a)]**

- The school must ensure that an effective risk assessment policy is in place.

### **Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18(2)(c)(i), 18(2)(c)(iii), 18(2)(e), 18(3), 21(3)(a)(i), 21(3)(a)(vii) and 21(3)(a)(viii); EYFS requirements 3.9-3.13]**

- The school must ensure that all current staff are included on the single central register of appointments
- The school must ensure that all pre-employment checks are recorded on the single central register
- The school must ensure that ID checks, the right to work and any additional overseas checks are completed on all new staff
- The school must ensure that medical checks are completed on all staff before they start work.

### **ISSR Part 8 Leadership and Management [ISSR Part 8, paragraphs 34(1)(a), (b) and (c)]**

- The trustees must ensure that leadership and management fulfil their responsibilities effectively so that they demonstrate good skills and knowledge, ensuring the well-being of pupils and that the Independent Schools Standards are met consistently.