

## **WELLESLEY HOUSE SCHOOL**

114 Ramsgate Road, Broadstairs, Kent, CT10 2DG

**18<sup>TH</sup> OCTOBER 2016**

### **CHARACTERISTICS OF THE SCHOOL**

Wellesley House School is a co-educational boarding and day school for pupils between the ages of seven and thirteen years. The school was founded in 1866 and moved to its current site in Broadstairs in 1898. It is a charitable trust administered by a board of governors. There are 116 pupils on roll, 78 of whom are boarders. Thirty-one pupils receive support for special educational needs and/or disabilities (SEND) but none has a statement or education, health and care (EHC) plan. Twenty-four pupils receive additional help with English as an additional language. The previous inspection was in April 2016.

### **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 regulatory compliance inspection in April 2016. The focus of the visit was on safeguarding, recruitment and the leadership and management.

### **INSPECTION FINDINGS**

#### **Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b) & 8 (a) and (b); NMS 11]**

The school meets the Regulations and Standards.

The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school. The designated safeguarding leads (DSL)s are trained in inter-agency working at the appropriate level. All the staff, including visiting and ancillary staff have recently undertaken online safeguarding training provided by the local authority and have been provided with the most recent version of Keeping Children Safe in Education (KCSIE) together with Annex A. New staff are given suitable induction training in safeguarding, the records of which are kept in their personnel files. Boarding staff confirm that boarders are encouraged to speak to house staff about any anxieties and that concerns about pupils are discussed at weekly staff meetings to ensure all staff are aware of pastoral needs.

Pupils are taught about e-safety in personal, social and health education (PSHE) and computing lessons and the school has suitable safeguards in place to monitor their use of the internet. Safeguarding arrangements are well-supported by a thorough policy on whistleblowing, a recruitment policy that accurately outlines all the required checks on new staff and a code of conduct for staff. The safeguarding governor monitors the safeguarding policy and procedures with the DSL, and recruitment documentation with the bursar, and reports to the board. Safeguarding is an agenda item at all governors' meetings and minutes confirm suitable discussion to monitor the effectiveness of the policy and procedures.

**Suitability of staff [ISSR part 4 paragraph 18(2)(a)(e)(f), (3); paragraph 19 and NMS 14.1; 15.3; 15.9]**

The school meets the Regulations and Standards.

The school has a robust recruitment policy which details all the checks required on new staff. A clear checklist attached to each personnel file provides a further mechanism to ensure that all checks have been carried out. Responsibility for recruitment checks now rests solely with the bursar, who has carried out a rigorous audit of all staff files, including those which had deficiencies at the previous inspection. Consequently, all shortcomings have been rectified, where possible.

Scrutiny of records for staff appointed since the previous inspection confirms that all the required checks were undertaken before they started work. The school does not currently use staff from a supply agency but understands the need to confirm agency checks and independently confirm the identity of any such staff who may be employed in the future. Records demonstrate that where contractors engage in regulated activity with pupils, the school not only requires written confirmation from their employer of the required checks, but carries them out as for a member of staff. The single central register sets out details of all the required checks on staff and governors in a clear and accurate manner. Scrutiny of a sample of staff files confirms that they are well-organised and that the school has noted and retained the requisite information. As part of their safeguarding responsibility, a governor checks the single central register termly in addition to undertaking random checks.

**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 published on the school's website.

**Quality of leadership and management of schools [ISSR part 8, paragraph 34(1)(a) and (b); NMS13.4 and 13.8]**

The school meets the Regulation and Standard.

The governors and school's leadership have responded positively to the action points required by the previous inspection. The school has adopted robust measures to monitor compliance with the regulatory standards, in particular those relating to safeguarding and recruitment. Governors and the leadership have worked together to devise measures to provide greater time for monitoring. They have re-evaluated the responsibilities of senior leaders and reassigned some duties to enable greater time to be spent on ensuring familiarity with the regulatory requirements and ensuring their compliance. Each key area of compliance including safeguarding and boarding has a governor assigned to it. They regularly check on the implementation of policy and enable the governing body to fulfil its oversight responsibilities.

## **REGULATORY ACTION POINTS**

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