



ISI Independent
Schools
Inspectorate

Progress Monitoring Inspection Report

Westfield School

January 2023

School's details

School	Westfield School			
DfE number	391/6012			
Registered charity number	528143			
Address	Westfield School Oakfield Road Gosforth Newcastle upon Tyne Tyne and Wear NE3 4HS			
Telephone number	01912 553980			
Email address	westfield@westfield.newcastle.sch.uk			
Headmaster	Mr Neil Walker			
Chair of Governors	Mrs Jackie Rowley			
Age range	3 to 18			
Number of pupils on roll	195			
	EYFS	12	Juniors	33
	Seniors	128	Sixth Form	22
Date of inspection	19 January 2023			

1. Introduction

Characteristics of the school

- 1.1 Westfield School is an independent day school for female pupils located in Gosforth, a residential suburb of Newcastle. It was founded by a group of parents in 1960 and is governed by the Northumbrian Educational Trust. The school is a member of Round Square, an international group of schools which share the same holistic approach to education. The school comprises the junior house for pupils aged 3 to 11; the senior house for those aged 11 to 16; and a sixth form. The school has identified 78 pupils as having special educational needs and/or disabilities (SEND). Two pupils have an education, health and care (EHC) plan. English is an additional language (EAL) for 21 pupils. The school's previous inspection was a regulatory compliance inspection in June 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 compliance inspection on 22 to 24 June 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)	Met
Part 3, paragraph 12 (fire safety)	Met
Part 3, paragraph 16 (risk assessments)	Met
Part 4, paragraphs 18-21 (suitability of staff)	Met
Part 6, paragraph 32(1)(c) (provision of information)	Met
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 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. There is timely and appropriate communication with external agencies when this is required. Senior leaders ensure appropriate support for pupils' needs, including those with SEND. Staff listen to children and take appropriate and timely action when they raise concerns. Pupils expressed confidence that staff do this. Pupils are educated effectively on 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 which ensures they understand their safeguarding responsibilities. Staff spoken with 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 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 to discuss any changes to safeguarding policies and their implementation.
- 2.6 Staff recognise the importance of 'early help' and intervention strategies, including for children in the EYFS. They are clear about the procedures for reporting any concerns about pupils and they implement these appropriately. 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, including of low-level concerns. 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 the chair of governors who is also the safeguarding lead. Senior leaders liaise appropriately and promptly both with parents and the local safeguarding partnership.
- 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 governing board undertakes an annual safeguarding review with due diligence. Members are trained appropriately. Safeguarding is a standing agenda item for all governing board meetings. Governors demonstrate suitable rigour in their oversight of arrangements, which includes undertaking a review of any safeguarding incidents that may occur.
- 2.8 The school now has suitable arrangements to ensure that barred list checks are obtained and checks on an applicant's full employment history are made. Appropriate evidence is suitably maintained in staff personnel files for these and all other checks where evidence is required to be kept, such as checks of identity, right to work and qualifications. When a Disclosure and Barring Service (DBS) check for new staff has been delayed a check has been made appropriately against the barred list. Additionally, if required, an appropriate risk assessment is made, in line with the school's recruitment policy. Governors ensure that appropriate staff recruitment checks are undertaken and conduct

regular checks of the single central register (SCR) and staff files. Key governors have recently received appropriate training in safeguarding and two governors have attended safer recruitment training.

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

2.9 The school meets the standard.

2.10 The school implements an appropriate fire safety policy. Suitable fire risk assessments have now been undertaken which cover all school buildings. The school has appointed a competent person who has been suitably trained in taking preventative and protective measures against fire and who reports to both senior leaders and the governing board. External fire consultants have been engaged to ensure the regular monitoring of the school's fire procedures and the school has responded effectively to any fire safety recommendations made. Fire call points, fire exits and fire extinguishers are all maintained appropriately by qualified providers. Pupils and staff receive at least termly briefings on fire evacuation procedures and logs of fire drills demonstrate that regular fire drills take place. All visitors to the school site now receive a health and safety leaflet which appropriately outlines fire safety procedures as well as key safeguarding details.

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

2.11 The school meets the standard.

2.12 An efficient and effective approach is taken to managing risk to ensure the welfare of all pupils in the school. An appropriate risk assessment policy is implemented, and staff have all received training in assessing risk for their respective areas. This now includes enhanced checklists to enable suitable risk assessments to be made daily of internal and external elements of the EYFS environment and to identify the people responsible for implementing these. Checks are made and appropriately logged on a daily basis before children arrive. Any risks identified are either removed or replaced, or actions taken to minimise the possible risk of harm to pupils. External professional advice is obtained in producing and maintaining risk assessments and senior leaders and governors ensure that any recommendations made are quickly followed up and implemented. Risk assessments are comprehensive, identifying possible risks whilst suggesting appropriate control measures to mitigate these. All risk assessments are reviewed and signed off by senior leaders and a governing board member ensures that there is suitable oversight of the arrangements.

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

2.13 The school meets the standards.

2.14 Since the previous inspection the school has undertaken all required checks on the suitability of all staff, volunteers and governors as required by the statutory guidance. This includes checks on a person's identity, right to work and qualifications before they commence work at the school. Additionally, measures are now in place to ensure that wherever possible an enhanced criminal record check is obtained and the certificate viewed before a person's appointment to the school. The school ensures that all the appropriate checks are conducted in a timely manner before staff commence work at the school. The staff recruitment policy has been updated and reflects the current requirements. Senior leaders and governors have monitored the recruitment process effectively since July 2022. They understand that although suitable systems and checking processes are now in place these require continued focus to ensure that recruitment processes remain robust.

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

- 2.15 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 are provided to parents on request.

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

- 2.16 The school meets the standard.
- 2.17 The governors and senior leaders have addressed all of the points in the school's action plan effectively. They have implemented all necessary actions and appropriate measures are in place to support ongoing compliance. Governors and senior leaders demonstrate good skills and knowledge to ensure their duties and responsibilities are fulfilled effectively to ensure the standards are consistently met and the wellbeing of pupils is actively promoted.

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 head, senior leaders and other members of staff and met with the chair 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

Mrs Daphne Cawthorne

Assistant reporting inspector