

URSULINE PREPARATORY SCHOOL

18 The Downs, Wimbledon, London, SW20 8HR

26 SEPTEMBER 2017

CHARACTERISTICS OF THE SCHOOL

Ursuline Preparatory School is a Catholic day school for pupils aged from 3 to 11 years. It is predominantly a girls' school; a few boys attend the nursery department. Established in 1892 by the Ursuline sisters of the Roman Union, it moved to its current site in a residential area of Wimbledon in 1944. A board of trustees is appointed by the Ursuline Order, the school's proprietors, which assigns responsibility for the day-to-day oversight of the school to a board of governors. A new headmaster took up post in September 2017.

At the time of the visit, there were 321 pupils on roll; 306 girls and 15 boys. The school has identified 37 pupils as requiring support for special educational needs and/or disabilities (SEND); one has an education, health and care (EHC) plan. Thirty-six pupils have English as an additional language (EAL), 12 of whom receive additional support for this aspect of their learning.

PURPOSE OF THE VISIT

This was an unannounced 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 March 2017. The focus of the visit was on safeguarding, the recruitment of staff, including supply staff, and the manner in which complaints are handled.

INSPECTION FINDINGS

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b); Provision of information to parents [ISSR Part 6, paragraph 32 (1) (c)]

The school meets the regulations.

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.

The school has an appropriate policy for safeguarding, which provides suitable arrangements to safeguard and promote the welfare of pupils at the school. It is based on the most recent statutory guidance, *Keeping Children Safe in Education 2016 (KCSIE) (September 2016)*. The policy is supported by suitable guidance covering the safe recruitment of staff, whistleblowing, a staff code of conduct and information on how pupils are educated about online safety.

The school's safeguarding arrangements are effective. Safeguarding procedures are in line with the local authority guidance. There are suitable arrangements for listening to pupils. Detailed child protection records are held securely with the required confidentiality. These indicate that appropriate procedures are in place to support pupils in need and at risk. A recent disclosure led to a prompt referral to local safeguarding agencies.

The designated safeguarding lead (DSL) and his deputies have suitable safeguarding training, including inter-agency training, provided by the local authority. All other staff receive regular safeguarding training, including an update in September 2017. Staff are aware of the dangers of extremism and radicalisation, and during interviews they demonstrate a strong understanding of their responsibilities and are aware of how to refer concerns. They understand that anyone can make a referral to the children's services. New staff undergo suitable induction training. All staff have received a copy of KCSIE Part 1, which includes Annex A. Appropriate records of staff training are maintained. Leaders understand their responsibility to report any allegations against staff to the Disqualification and Barring Service (DBS) and/or National College for Teaching and Leadership (NCTL).

Governors formally review the school's policy and arrangements annually, and safeguarding updates are a regular agenda item in other meetings.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraph 21 (5) (a) and (c)]

The school meets the regulation.

The school does not currently use supply staff. However, staff interviewed show a suitable awareness of the requirement for the single central register (SCR) to show whether the required checks have been made upon supply staff, and that written notification must be received from the employment business that it has obtained an enhanced criminal record certificate and that a copy of the certificate will be supplied to the school.

Governors regularly check the single central record and the recruitment process. Sample staff files scrutinised show that the school has carried out the required checks for all new staff in a timely manner.

Manner in which complaints are handled [ISSR Part 7, paragraph 33 (e), (f) and (j)]

The school meets the regulation.

The school has a suitable policy in place, and ensures that its complaints procedure is correctly implemented in establishing a formal procedure. Interviews with staff and governors, and a scrutiny of current records shows that where a parent is not satisfied with the response to the complaint made in accordance with the formal procedure, the school will make provision for a hearing before a panel.

The school keeps a clear written record of all formal complaints and whether they are resolved following a formal procedure, or proceed to a panel hearing and any action taken by the school as a result of those complaints regardless of whether they are upheld.

REGULATORY ACTION POINTS

The school meets all of the relevant requirements of the Education (Independent School Standards) Regulations 2014.