

Advice Note for a Progress Monitoring Visit

School name	Emmanuel School
DfE number	831/6000
Registered charity number	3971567
Address	Emmanuel School Juniper Lodge 43 Kedlestone Road Derby DE22 1FP
Headteacher	Mr Ben Snowdon
Chair of governors	Mr Martin Frost
Date of visit	13 September 2018

1. Introduction

Characteristics of the school

- 1.1 Emmanuel School is a co-educational day school for pupils between the ages of three and eleven. It is located in the north of the city of Derby. The proprietor is East Midlands Christian Fellowship, a registered charity, which has appointed a board of governors to oversee the work of the school. At the time of the visit there were 52 pupils in the school; 27 girls and 25 boys. Of these, 14 children are in the Early Years Foundation Stage (EYFS). The school has identified two pupils with special educational needs and/or disabilities and both receive support for their learning. No pupils have education, health and care plans or statement of special educational needs. There are 4 pupils for whom English is an additional language. The school's previous inspection was a progress monitoring inspection in November 2017. Since the previous inspection, the school has appointed a new chair of governors and, in September 2018, a new headteacher.

Purpose of the visit

- 1.2 This was an unannounced progress monitoring visit at the request of the Department for Education (DfE) to check that the school has fully implemented the action plan submitted following the progress monitoring inspection on 24 November 2017.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraph 7 and EYFS 3.4.to 3.8 (Safeguarding)	Met
ISSR Part 4, paragraph 18 (Suitability of staff)	Met
ISSR Part 4, paragraph 20 (Suitability of proprietor)	Met
ISSR Part 4, paragraph 21 (Single central register of appointments)	Met
ISSR Part 6, paragraph 32 (Provision of information)	Met
ISSR Part 8, paragraph 34 (Quality of leadership and management)	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7; EYFS 3.4 to 3.8]

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 standards.
- 2.4 The school's safeguarding policy is implemented effectively. The recently appointed headteacher is the designated safeguarding lead (DSL) and demonstrates a clear understanding of the role and its responsibilities. The DSL and the deputy DSL have received suitable training by the local authority and this training is up-to-date. The headteacher is the named DSL for the EYFS. The DSL understands the need for prompt action and appropriate contact with Derby safeguarding children's board (DSCB), without prior investigation, in reporting concerns about pupils and allegations against staff. The chair of governors has been nominated by the governing body to liaise with the school on safeguarding matters and meets with the DSL regularly. The chair demonstrates a clear understanding of governance safeguarding responsibilities, including the need to carry out an annual review of policy and practice. The school has also commissioned a comprehensive safeguarding audit which was considered as part of the annual safeguarding review by the governing body. Members of staff, including those new to the school, receive suitable safeguarding training and demonstrate a clear awareness of their own safeguarding responsibilities and how to refer any concerns which they may have. They have read and understood the relevant parts of *Keeping Children Safe in Education* and the school's own safeguarding policy. The pupils said they felt happy and safe in the school and believed that staff would listen to them if they had any concern. They are aware of what they should do to keep safe when online.

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

- 2.5 The school meets the standards.
- 2.6 All required checks are made prior to the date on which staff, governors and volunteers start their appointments in the school, including the right to work in the UK, prohibition from management, medical and overseas police checks. All such checks are recorded in a suitable manner in a single central record of appointments.

Provision of information [ISSR Part 6, paragraph 32]

- 2.7 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 [ISSR Part 8, paragraph 34]

2.8 The school meets the standards.

2.9 Since the previous inspection, the leadership and management has ensured that the school's approach to safeguarding policy and practice has been strengthened, with particular regard to prompt and effective liaison with local children's services and to reviewing safeguarding rigorously and regularly. This review has included a comprehensive safeguarding audit. Recent changes in statutory guidance have also been noted and incorporated into current policy and practice. The leadership and management have also ensured that the required pre-appointment checks are carried out and are recorded in a suitable manner. Consequently, the school has met the action points of the previous inspection, thereby demonstrating the necessary skills and knowledge to fulfil their responsibilities so that the above Independent School Standards are consistently met to ensure the well-being of the pupils.

3. Regulatory action points

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

4. Summary of evidence

Written materials

- Safeguarding policy
- Whistleblowing policy
- Code of conduct for staff
- Staff recruitment policy
- Minutes of the governing body with specific regard to safeguarding
- An external audit of the school's safeguarding policy and practice
- Records of staff training with particular reference to safeguarding
- Single central register of appointments

Meetings with school personnel

- Introductory meeting with the headteacher – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the headteacher – to discuss, in his role as DSL, the implementation of safeguarding policy, the training and the induction of new staff; and, with regard to his role as the person responsible for carrying out staff recruitment checks, to review the school's recruitment procedures, to scrutinise the single central register of appointments and to check staff recruitment files
- Meeting with the head of EYFS – to discuss safeguarding arrangements in the EYFS
- Meeting with the chair of governors – to discuss the governors' roles and responsibilities with regard to safeguarding and to staff appointments
- Final meeting with the headteacher – to provide brief oral feedback

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Interviews with members of staff chosen by inspectors
- Interviews with pupils in Years 5 and 6 chosen by inspectors