



ISI Independent
Schools
Inspectorate

Progress Monitoring Inspection Report

Branwood Preparatory School

December 2022

School's details

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|----------------------------------|---|----|----------------|----|
| School | Branwood Preparatory School | | | |
| DfE number | 355/6004 | | | |
| Registered charity number | 515073 | | | |
| Address | Branwood Preparatory School Stafford Road Eccles Manchester M30 9HN | | | |
| Telephone number | 0161 7891054 | | | |
| Email address | office@branwoodschool.co.uk | | | |
| Headteacher | Mr Andrew Whittell | | | |
| Chair of governors | Mrs J Wilcox | | | |
| Age range | 3 to 11 | | | |
| Number of pupils on roll | 145 | | | |
| | EYFS | 39 | Infants | 34 |
| | Seniors | 72 | | |
| Date of inspection | 6 December 2022 | | | |

1. Introduction

Characteristics of the school

- 1.1 Branwood Preparatory School is an independent co-educational day school. The school was founded in Eccles, Manchester in 1928 and moved to its current purpose-built site in 1984. Branwood School Trust is a charitable trust administered by a board of trustees and governors. The school has identified eight pupils as having special educational needs and/or disabilities (SEND), all of whom receive additional specialist support in school. There are 35 pupils who have been identified as having English as an additional language (EAL) but none require additional specialist support in school. 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 regulatory compliance inspection in 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. Additionally, the inspection checked the school's implementation of its anti-bullying arrangements and complaints policy.

| Regulations which were the focus of the inspection | Team judgements |
|---|-----------------|
| Part 3, paragraph 7 (safeguarding) | Met |
| Part 3, paragraph 10 (bullying) | Met |
| Part 3, paragraph 11 (health and safety) | Met |
| Part 3, paragraph 12 (fire) | Met |
| Part 3, paragraph 16 (risk assessment) | Met |
| Part 4, paragraphs 18 and 21 (suitability of staff) | Met |
| Part 5, paragraph 25 (maintenance) | Met |
| Part 6, paragraph 32(1)(c) (provision of information) | Met |
| Part 7, paragraph 33 (handling of complaints) | Met |
| 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]

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 Implementation of all aspects of the school's safeguarding procedures is effective in providing appropriate support for the needs of pupils.
- 2.5 Safeguarding procedures are implemented to safeguard children at risk and those in need. Staff show effective understanding of their responsibilities, including with regard to child-on-child abuse and any such abuse linked to respect for those with protected characteristics. Staff show appropriate awareness of the staff code of conduct, whistleblowing policy and safeguarding procedures. They have a suitable knowledge of the thresholds for reporting issues. Staff are aware of whom to go to if they have a concern or receive a disclosure. They understand that they can make a direct referral to children's services if necessary. They take appropriate action when required. The safeguarding policy gives contact details for local safeguarding partners.
- 2.6 The safeguarding policy includes suitable definitions of abuse and has been reviewed effectively in line with both the latest statutory guidance and advice from local safeguarding partners. It provides appropriate guidance regarding possible abuse by one or more pupils against another pupil, including linking such abuse to bullying. All behavioural issues and allegations of bullying are treated as potential safeguarding concerns. Discussion with the designated safeguarding lead (DSL) for the school confirmed that pupils receive help to address risks and prevent issues escalating. The DSL acts on and refers the early signs of risk or need, monitors any potential for radicalisation, and ensures the school listens to the views of individual pupils as required by *Keeping Children Safe in Education*. This is confirmed in written evidence from safeguarding records. Effective and regular communication is maintained with parents. Pupils say they feel safe in school, and that they have adults to whom they can talk if they have concerns. They show an understanding of what they have been taught, including in relation to e-safety. Monitoring and filtering of technology is effective.
- 2.7 Suitable recruitment procedures for staff are outlined within the safeguarding policy and detailed in a separate recruitment policy. Staff responsible for recruitment show a suitable understanding of the procedures. All relevant recruitment checks are carried out on all staff before commencement of employment. In particular, the school now checks a member of staff's employment history; obtains at least two satisfactory references and makes checks against the lists of those prohibited from teaching and/or management. Staff records and files now contain sufficient, accurate information to evidence the required recruitment checks.
- 2.8 The training for those with specific safeguarding responsibilities is in line with local requirements and statutory advice and is up to date. Training in safeguarding for teaching and non-teaching staff is of sufficient quality and frequency.
- 2.9 Suitable arrangements for handling allegations against staff, senior leaders, governors, trustees; and potential misconduct, are included in safeguarding procedures; they include seeking immediate advice

from the local authority designated safeguarding officer (LADO). The school understands its role in reporting any person to relevant regulatory bodies if circumstances require it.

Welfare, health and safety of pupils – bullying [ISSR Part 3, paragraph 10;]

- 2.10 The school meets the standard.
- 2.11 Suitable arrangements to guard against bullying are implemented effectively. Staff receive appropriate training and pupils are given effective guidance. Sanctions are applied appropriately and proportionately. Records are detailed, allowing trends to be identified and the effectiveness of sanctions to be evaluated. Appropriate adjustments are made for pupils with behavioural or other needs.
- 2.12 Detailed recording enables all pastoral concerns to be logged for each pupil. All incidents of misbehaviour between pupils are considered as potential bullying and/or safeguarding issues, and trends analysed. Allegations of bullying, when they occur, are reported quickly by staff and in detail, and dealt with proportionately. Documentation shows that parents of both alleged victim and perpetrator are involved at the earliest stages of any incident and that all pupils involved are given appropriate support.

Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11]

- 2.13 The school meets the standard.
- 2.14 The proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy. A competent person has been appointed and has received suitable training in order to oversee health and safety procedures. Records show that testing of electrical, water and other utilities is regularly undertaken. Since the previous inspection staff have been trained effectively in health and safety. They deal promptly and appropriately with accidents if they occur. Systematic records ensure trends are identified and steps taken to mitigate recurrence of any health and safety issues.

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

- 2.15 The school meets the standard.
- 2.16 The school has a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances. A fire risk assessment of all buildings has been undertaken by a suitably qualified person. The school has appointed a competent person to oversee this area, and that person has received appropriate training. Fire procedures are understood by, and training provided for, staff. Termly fire drills are carried out and recorded and pupils know what to do in the event of fire. Fire-prevention equipment is provided and checked appropriately.

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

- 2.17 The school meets the standard.
- 2.18 The school's risk assessment policy clearly describes appropriate lines of responsibility and the approaches to be taken to identify and mitigate risk. There is an effective culture of assessing risk to pupils in any decision taken, in particular regarding pupils about whom behavioural or safeguarding concerns have been identified. There are appropriate assessments of risk for in-school activities,

including the new woodland area, and for visits out of school. These are suitably detailed and appropriate action is taken to mitigate risks identified.

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

- 2.19 The school meets the standards.
- 2.20 All the required checks on staff and volunteers are carried out and completed before they take up their posts. In particular, the school now checks a person's right to work in the UK; medical fitness; and qualifications where relevant. The need to make checks on staff who have lived overseas is understood and these are implemented. Contractors send the school up-to-date information on checks they have undertaken on their employees, and the school makes appropriate further checks on arrival.
- 2.21 The school maintains correctly an accurate single central register of appointments which includes the dates on which all checks have been completed.

Premises and accommodation – maintenance [ISSR Part 5, paragraph 25]

- 2.22 The school meets the standard.
- 2.23 The premises, including outdoor areas, are maintained to a standard commensurate with health and safety, including fire doors. The school promotes the security and safety of pupils effectively whilst on site.

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

- 2.24 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.

Manner in which complaints are handled [ISSR Part 7, paragraph 33]

- 2.25 The school meets the standard.
- 2.26 The school's complaints procedure is available on the school website. It provides for concerns and complaints to be considered on an informal basis; the establishment of a formal procedure for a complaint to be made in writing; for a hearing before a panel which includes an independent member and allows for parents to be accompanied; for the panel to make findings and recommendations and for a confidential record to be kept of findings. Records of complaints show that the school follows its own procedures rigorously, including encouraging parents with concerns to follow the statutory complaints procedures.

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

- 2.27 The school meets the standard.
- 2.28 Senior leaders and governors demonstrate good skills and knowledge appropriate to their role and fulfil their responsibilities effectively so that the independent school standards are consistently met, and the wellbeing of pupils is actively promoted. The school has fully implemented its action plan and governors monitor compliance with regulations appropriately.

3. Summary of evidence

- 3.1 The inspectors held discussions with the head, senior leaders and other members of staff and met with the chair of governors and chair of trustees. They visited different areas of the school and talked with groups of pupils. They scrutinised a range of documentation, records and policies.

Inspectors

Mr Stephen Cole

Reporting inspector

Mr Andrew Farren

Assistant reporting inspector