



**Material Change Inspection Report**

**City of London School**

**October 2023**

## School's details

<b>School</b>	City of London School			
<b>DfE number</b>	201/6007			
<b>Address</b>	City of London School 107 Queen Victoria Street London, EC4V 3AL			
<b>Telephone number</b>	020 3680 6400			
<b>Email address</b>	head@cityoflondonschool.org.uk			
<b>Head</b>	Mr Alan Bird			
<b>Chair of governors</b>	Mr Tim Levene			
<b>Proprietor</b>	City of London Corporation			
<b>Age Range</b>	10 to 18			
<b>Number of pupils on roll</b>	1085 (40 of whom are educated at CJS satellite site)			
	<b>Lower school</b>	441	<b>Middle school</b>	325
	<b>Sixth form</b>	319		
<b>Date of inspection</b>	11 October 2023			

## 1. Introduction

### Characteristics of the school

- 1.1 City of London School (CLS) is a day school registered for male pupils. It is one of the group of schools overseen by the City of London Corporation, which appoints most of the school's governors. The school is separated into three sections by age, with the small Year 6 group being part of the lower school, but who are currently taught at City Junior School (CJS). The school has 135 pupils who require support for special educational needs and/or disabilities. None has an education, health and care plan. Two hundred and sixty-five pupils speak English as an additional language; all are at least competent in English with 14 receiving some additional support. The school's previous inspection was a compliance and quality inspection in October 2021.

### Purpose of the inspection

- 1.2 This was an announced material change inspection at the request of the Department for Education (DfE) to assess the school's proposal to increase its capacity by 40 pupils (from 1060 to 1100). This involves educating Year 6 pupils at alternative premises owned by the same proprietary body, City Junior School. The inspection was undertaken concurrently with an inspection by Ofsted of the City Junior School and focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs).

Regulations which are the focus of the visit/inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 3, paragraph 11 (health and safety)	Met
Part 3, paragraph 12 (fire safety)	Met
Part 3, paragraph 14 (supervision of pupils)	Met
Part 3, paragraph 16 (risk assessment)	Met
Part 4, paragraphs 18 to 21 (suitability of staff, supply staff and proprietors)	Met
Part 5, paragraphs 23 to 29 (premises and accommodation)	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 Evidence for the judgement was gathered in cooperation with Ofsted inspectors. Implementation of all aspects of the school's safeguarding procedures is effective in providing appropriate support for the needs of pupils. The arrangements meet the needs of the envisaged increase in pupil numbers. Arrangements show cognisance of the particular risks associated with pupils' movement between the schools' central London sites.
- 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 potential issues and allegations of sexual harassment. Staff from both CLS and CJS are aware of who to go to if they have a concern or receive a disclosure and also that they can make a direct referral to children's services if necessary. They take appropriate action when necessary.
- 2.6 The safeguarding policy includes suitable definitions of abuse and has been reviewed in line with updated statutory guidance. It provides appropriate guidance regarding possible abuse by one or more pupils against another pupil, including linking such abuse to bullying. 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 suitable records. Effective and timely communication is maintained with parents. Pupils receive guidance on staying safe and show understanding of what they have been taught, including in relation to e-safety. Monitoring and filtering of technology is effective. Pupils confirm that the school listens and takes prompt action when they express concerns. The physical and mental health of all pupils involved in any incident is given a high priority.
- 2.7 The safeguarding policy gives contact details for required local agencies. Suitable recruitment procedures for staff are outlined within the safeguarding policy and detailed in a separate recruitment policy. All appropriate checks on the suitability of staff, proprietors and other adults have been completed before they have taken up their roles. The training for those with specific safeguarding responsibilities is in line with local requirements and statutory guidance and is up to date. Training in safeguarding for teaching and non-teaching staff is of sufficient quality and frequency. Central records of staff attendance at training are kept systematically.
- 2.8 Suitable arrangements for handling allegations against staff, senior leaders or the governors, and potential misconduct, are included in safeguarding procedures; they include seeking immediate advice from the local authority designated safeguarding officer (LADO). Records show that procedures are followed effectively, and the school follows up actions promptly. The school understands its role in

reporting any person to relevant regulatory bodies if circumstances require it. The arrangements meet the needs of the increase in pupil numbers.

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

2.9 The school meets the standard.

2.10 Evidence for the judgement was gathered in cooperation with Ofsted inspectors. The proprietor ensures that the school complies with relevant health and safety laws by the drawing up and effective implementation of a written health and safety policy. Records show that testing of electrical, water and other utilities is undertaken regularly. Staff are trained effectively in health and safety and deal promptly and appropriately with accidents if they occur, including through the reporting of serious accidents. Systematic records ensure trends are identified and steps taken to mitigate recurrence of any health and safety issues. The arrangements meet the needs of the increase in pupil numbers.

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

2.11 The school meets the standard.

2.12 Evidence for the judgement was gathered in cooperation with Ofsted inspectors. The fire-risk (prevention) policy 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. Fire procedures are understood by, and training is provided for, staff. Termly fire drills are carried out and recorded. The arrangements meet the needs of the increase in pupil numbers.

### **Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14]**

2.13 The school meets the standard.

2.14 Pupils are properly supervised by qualified and trained staff. This includes times when they are using facilities accessed by other adults, for example the dining hall, and when accessing the recreational areas. The arrangements meet the needs of the increase in pupil numbers.

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

2.15 The school meets the standard.

2.16 The strategic risk assessment for the temporary use of the CJS site is detailed and effective. The following evidence for the judgement was gathered in co-operation with Ofsted inspectors. The risk-assessment policy clearly describes the lines of responsibility and the approaches to be taken to identify and mitigate risk. There are appropriate assessments of risk for in-school activities, school visits, and for the needs of individual pupils both while in school and in the surrounding area, and appropriate action is taken to mitigate risks identified. The arrangements meet the needs of the envisaged increase in pupil numbers.

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

2.17 The school meets the standards.

2.18 Evidence for the judgement was gathered in cooperation with Ofsted inspectors. All the required checks on staff and governors are carried out and completed before they take up their posts. The school does not employ supply staff. 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. The school satisfies itself that all required checks have been made on staff from CJS and City of London School for Girls who teach CLS pupils. The arrangements meet the needs of the envisaged increase in pupil numbers.

- 2.19 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 [ISSR Part 5, paragraphs 24–29]**

- 2.20 The school meets the standards.
- 2.21 Evidence for the judgement was gathered in cooperation with Ofsted inspectors. Toilet and changing facilities, and showering facilities where required by the standard, and appropriate accommodation for pupils' medical and therapy needs are provided. The premises are maintained to a standard commensurate with health and safety; acoustics and lighting are appropriate; and water provision is adequate. Suitable outdoor space is provided for physical education and outdoor play. The provision meets the needs of the envisaged increase in pupil numbers.

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

- 2.22 The school meets the standard.
- 2.23 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]**

- 2.24 The school meets the standard.
- 2.25 Appropriate procedures are implemented which allow the senior leaders and governors to manage safeguarding and welfare arrangements and monitor compliance with standards and other statutory advice, including those concerned with safeguarding, staff recruitment and risk. In this way the leadership and management fulfil their responsibilities effectively so that the independent school standards are met consistently. The strategic and operational planning for the proposed increase in numbers actively promotes the wellbeing of pupils, has been exhaustive and has identified and mitigated all areas of potential risk, including those associated with equality of opportunity for male and female pupils.

### **3. Recommendation with regard to material change inspection**

- 3.1 It is recommended that the school's application to increase its numbers from 1060 to 1100 be approved.

## **4. Summary of evidence**

- 4.1 The inspector held discussions with the head, senior leaders and other members of staff and at both CLS and CJS. He visited different areas of CJS and talked with groups of pupils. He scrutinised a range of documentation, records and policies.