



## **Material Change Inspection Report**

**Tormead School**

**September 2023**

## School's details

<b>School</b>	Tormead School			
<b>DfE number</b>	936/6050			
<b>Registered charity number</b>	312057			
<b>Address</b>	Tormead School Cranley Road Guildford County Surrey GU1 2JD			
<b>Telephone number</b>	01483 450592			
<b>Email address</b>	office@tormeadschool.org.uk			
<b>Headteacher</b>	Mr David Boyd			
<b>Chair of governors</b>	Mr Matthew Howse			
<b>Proprietor</b>	Tormead Limited			
<b>Age range</b>	4 to 18			
<b>Number of pupils on roll</b>	788			
	<b>EYFS</b>	18	<b>Pre-Prep</b>	43
	<b>Prep</b>	138	<b>Seniors</b>	474
	<b>Sixth form</b>	115		
<b>Date of inspection</b>	20 September 2023			

## 1. Introduction

### Characteristics of the school

- 1.1 Tormead School is a day school for female pupils situated in a suburb of Guildford. Founded in 1905, it has been on its present site since 1915. The school consists of Years 1 and 2 and an Early Years Foundation Stage (EYFS) setting in the pre-prep, for pupils aged 4 to 7 years; the prep for pupils aged 7 to 11 years; the senior school for pupils aged 11 to 16 years; and a sixth form. The school is a charitable company limited by guarantee and is administered by governors who are trustees. The school has 160 pupils who require support for special educational needs and/or disabilities (SEND). Two pupils have an education, health and care plan. English as an additional language for 110 pupils. The school's previous inspection was a regulatory compliance inspection in November 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 capacity from 790 to 850. 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, paragraphs 7 (safeguarding)	<b>Met</b>
Part 3, paragraph 11 (health and safety)	<b>Met</b>
Part 3, paragraph 12 (fire safety)	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils)	<b>Met</b>
Part 3, paragraph 16 (risk assessment)	<b>Met</b>
Part 4, paragraphs 18 to 21 (suitability of staff, supply staff and proprietors)	<b>Met</b>
Part 5, paragraphs 23 to 29 (premises of and accommodation at schools)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 8, paragraph 34 (leadership and management)	<b>Met</b>

## 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 Scrutiny of records, observation and discussions with pupils and staff indicate that appropriate safeguards are implemented effectively, including in the EYFS. Those responsible for safeguarding hold senior positions within the school. They are suitably knowledgeable and appropriately trained, including for multi-agency working. Safeguarding, pastoral and healthcare staff share key information regularly and effectively. They take into account each individual pupil's physical and psychological needs and wishes, including those with SEND. This information is used to agree appropriate action including the drawing up and implementation of individual support plans. There is effective liaison with external agencies including referral to child and adolescent health services (CAMHS) and the local authority designated officer (LADO) for safeguarding. Training for other staff and for governors is conducted regularly as required. It is effective and includes informal updates.
- 2.5 Staff are knowledgeable about changes in recent legislation, including the management of children's mental wellbeing, contextual safeguarding, child-on-child abuse, sexual harassment and sexual violence. They understand the principles underpinning the staff code of conduct and the procedures for making a referral, including the importance of low-level reporting. They are confident about using whistleblowing procedures. Interviews with staff confirmed that training is thorough and safeguarding effectively managed. Senior leaders take appropriate action if any perceived breach of the staff code of conduct occurs or an allegation is received with regard to an adult who works with children. They understand their responsibility to make referral to relevant statutory bodies once investigations by external agencies are completed. They fulfil this effectively.
- 2.6 The governor responsible for safeguarding meets regularly with the designated safeguarding lead (DSL) and deputies. This maintains effective oversight of safeguarding policies and their implementation in the main school and in the EYFS. Reports are given regularly to the governing board by the safeguarding governor and the DSL. These highlight appropriate details of any safeguarding incidents which occur, including during trips and outside of school. This ensures that governors have an appropriate level of understanding, scrutiny and oversight. In addition to continuous monitoring, a suitable annual review of safeguarding is undertaken.
- 2.7 Pupils stated confidently that they know how to stay safe, including online. They confirmed that they can talk to staff if they are worried or concerned, including those based in the wellbeing building. Any concerns raised are monitored and acted upon by the DSL. Records confirm that when pupils raise a concern, they receive a timely response and action is taken where needed. Monitoring and filtering of technology is effective.
- 2.8 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including in the EYFS.

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

- 2.9 The school meets the standard.
- 2.10 The school has an appropriate policy for health and safety which is reviewed and updated regularly. It is implemented consistently and effectively. Senior leaders and governors monitor all aspects of health and safety regularly. Those responsible for day-to-day operations provide detailed reports including through completion of required maintenance logs and records of work carried out by internal maintenance staff and contractors. The roles and responsibilities of staff and governors for health and safety are stated clearly and there is appropriate delegation of duties and training. Relevant senior staff along with premises staff know the senior and prep school sites well and are aware of potential risks and hazards. Appropriate checks of school vehicles and drivers are undertaken which include the issue of annual driving permits. The school has a comprehensive asbestos management plan and appropriate measures are taken to ensure safe control and storage of hazardous substances (COSHH). Maintenance logs are used effectively by premises staff in order to prioritise work schedules and respond to emergencies without delay.
- 2.11 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

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

- 2.12 The school meets the standard.
- 2.13 The school has a suitable fire risk policy which is reviewed and updated annually. The school's fire risk assessment is undertaken by a suitably qualified person. It is reviewed regularly, and any recommendations are implemented without delay. Appropriate fire procedures are implemented. Competent persons have been appointed to assist in taking preventative and protective measures including ensuring that all parts of the buildings are evacuated if there is a fire. Regular and suitable training is in place for staff and for those with responsibilities, including fire marshals.
- 2.14 Staff, pupils and visitors are provided with appropriate fire safety information including how to evacuate and where the fire assembly points are located. Regular fire drills are conducted at different times of the day. These are recorded accurately, including the time it takes for evacuation, any concerns, and any improvements that need to be made. Suitable emergency exits, escape routes and signage are in place. Effective monitoring systems ensure that these are maintained consistently to the required standards. Fire equipment including extinguishers and alarms are checked regularly by external contractors. Records of all fire safety checks are maintained appropriately and monitored by governors.
- 2.15 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

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

- 2.16 The school meets the standard.
- 2.17 The school has a suitable policy for supervising pupils that is implemented effectively on both senior and prep school sites. Staff receive guidance during induction and ongoing revision is provided in the staff code of conduct and in regular updates. Staff have clear job descriptions detailing their duties with regard to supervision. Comprehensive duty rotas cover all areas of both school sites, different times of day and different times of the year. They take into account the age, number and needs of pupils and the locations and activities involved. Monitoring by senior staff ensures that supervision is effective, and that cover is put in place without delay if it is required.

- 2.18 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

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

- 2.19 The school meets the standard.
- 2.20 There are suitable policy and procedures with regard to risk assessment. Risk assessments are recorded electronically and monitored effectively by the health and safety committee. There are clear lines of responsibility for assessing risk. Subject leaders, including those responsible for the EYFS, oversee risk assessments effectively. Senior leaders monitor those for off-site trips. Individual care plans include the effective assessment of risk for vulnerable pupils. Risk assessments are reviewed regularly, and appropriate action taken where required to reduce risk. The school has completed an effective risk assessment to identify how the proposed increase in numbers would affect school facilities. It has put suitable procedures in place as a result which include increasing capacity in existing buildings through the relocation of rooms, additional classrooms in the prep school and the development of an additional physics laboratory. Further redevelopment of an existing residential building is underway, designed to house additional prep classrooms and a school library. Plans also outline the effective management of existing communal spaces, such as the dining room and playground areas to cater suitably for the proposed increase in numbers.
- 2.21 The planning and procedures for offsite visits is detailed and clear with appropriate checks and approval in place. Parents are suitably informed of arrangements for school trips including behaviour expectations, safeguarding procedures, activities and travel details. Risk assessments are amended if changes occur. Any changes to arrangements are communicated to parents without delay.
- 2.22 Staff confirmed that they had received training regarding the completion of risk assessments, including those for offsite visits and residential. They are confident in completing them, including those for trips and hazardous activities.

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

- 2.23 The school meets the standards.
- 2.24 There is a suitable recruitment policy in place which covers the required recruitment checks and procedures. This is implemented effectively. All staff, governors and persons engaged in regulated activity are checked and recorded appropriately on the single central register of appointments (SCR). Those responsible for carrying out the required recruitment checks and the maintenance of staff records ensure that checks and evidence are in place prior to commencing work in the school. Appropriate procedures are in place for managing contractors including ensuring that they are accompanied at all times if not checked by the school.
- 2.25 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

### **Premises and accommodation – toilets and changing accommodation; medical facilities; maintenance; acoustics; lighting; water supply and outdoor space [ISSR Part 5, paragraphs 23–29]**

- 2.26 The school meets the standards.
- 2.27 Suitable policies and procedures are in place which ensure that the school premises and accommodation and facilities are maintained to a standard where the health, safety and welfare of

pupils is ensured as far as possible. There are sufficient designated toilet and changing facilities throughout the school currently. These, together with facilities installed in the refurbished rooms and the planned renovation of the existing residential building are sufficient to accommodate the proposed increase in pupil numbers, including in the EYFS. Suitable disabled facilities are available for staff and visitors.

- 2.28 Suitable accommodation is provided for the medical examination and treatment of pupils and for the short-term care of sick or injured pupils in the school's suitably equipped wellbeing building. It also provides social and emotional support where required. The accommodation includes toilets and bathroom facilities and is adequately staffed. Both school sites are suitably secure. All visitors are required to sign into the main office and are accompanied at all times. Acoustics, lighting, and water supply are appropriate throughout the school. There is sufficient space for outdoor play and sports.
- 2.29 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

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

- 2.30 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]**

- 2.31 The school meets the standard.
- 2.32 Senior leaders and governors, including those with specific responsibilities for safeguarding and the EYFS, demonstrate good skills and knowledge and fulfil their responsibilities effectively, so that all the other standards are consistently met, and they actively promote the wellbeing of the pupils. Measures planned or implemented for the proposed increase in pupil numbers are likely to ensure pupils' continued wellbeing.

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

#### **Recommendation**

3.1 It is recommended that the request to increase capacity from 790 to 850 is granted.



## **4. Summary of evidence**

- 4.1 The inspector held discussions with the head, senior leaders and other members of staff and met with a representative of the governing board. He visited different areas of the school, observed lessons and talked with groups of pupils. He scrutinised a range of documentation, records and policies.