

Report for a Progress Monitoring Visit

School name	Reedham Park School			
DfE number	306/6063			
Address	Reedham Park School S71a Old Lodge Lane Purely Surrey CR8 4DN			
Headteacher	Miss Debbie Russell			
Proprietor	Reedham Park School Ltd			
Number of pupils on roll	84			
	Boys	46	Girls	38
	EYFS	11	Prep	73
Date of visit	8 May 2019			

1. Introduction

Characteristics of the school

- 1.1 Reedham Park School is an independent day school for boys and girls aged from four to eleven. The school is owned and managed by Reedham Park School Ltd, assisted by a local board of governors. The school has one pupil who requires support for special educational needs and/or disabilities. No pupils have a statement of special educational needs, an education, health and care plan, or speak English as an additional language. The school's previous regulatory compliance inspection took place on 17 to 18 October 2018.

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 previous the previous regulatory compliance inspection on 17 to 18 October 2018.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraph 7 (safeguarding)	Remains not met
ISSR Part 3, paragraph 13 (first aid)	Met
ISSR Part 3, paragraph 15 (admissions and attendance)	Met
ISSR Part 3, paragraph 16 (risk assessment)	Met
ISSR Part 4, paragraph 18 (suitability of staff)	Met
ISSR Part 5, paragraph 24 (medical facilities)	Met
ISSR Part 5, paragraph 28 (water)	Met
ISSR Part 6, paragraph 32 (provision of information)	Met
ISSR Part 8, paragraph 34 (leadership and management)	Remains not 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 does not meet the standard.
- 2.4 The school's management of most aspects of safeguarding is effective and in keeping with the requirements of *Keeping Children Safe in Education* (KCSIE) September 2018. A designated safeguarding lead (DSL), three deputy DSLs and a safeguarding governor, all of whom are suitably trained, are in place. The DSL ensures that all other staff receive appropriate training, including at induction. Staff follow and display understanding of the school's safeguarding procedures, including those that apply should any safeguarding allegations about staff or the head be made. Since the previous inspection, the school has revised its safeguarding and safer recruitment policies and created a checklist of pre-employment checks to be carried out. The school now ensures that suitable checks are carried out by the school for all staff prior to their commencing work, including the receipt of two suitable written references and, if appropriate, a separate barred list check. The school also ensures that written confirmation has been received from external agencies that all required checks have been obtained for contracted staff.
- 2.5 The records available demonstrate that the school refers some concerns to outside agencies when appropriate and in a timely manner. However, these records are incomplete and not kept securely or in one place. The school does not keep detailed, accurate, secure written records of concerns and referrals, as required by KCSIE September 2018, and hence safeguarding concerns cannot be formally monitored.

Welfare, health and safety of pupils – first aid [ISSR Part 3, paragraph 13]

- 2.6 The school meets the standard.
- 2.7 The school implements a suitable first aid policy effectively. It has clear procedures for administering any first aid or medication and has increased the number of staff who have received paediatric first aid training. In particular, since the previous inspection, the school has implemented a central record for recording any medicines administered to pupils and established an advisory note to be given to parents should their child have received medication during the day. Staff have been trained in the new administration and reporting procedures and, in discussion, demonstrated understanding of these. As a result, the school now ensures that it maintains an accurate record of the administration of first aid and medication.

Welfare, health and safety of pupils – admission and attendance registers [ISSR Part 3, paragraph 15]

- 2.8 The school meets the standard.
- 2.9 The school maintains admission and attendance registers in accordance with the Education (Pupil Registration) (England) Regulations 2006. In particular, since the previous inspection, the school has ensured that its newly developed central electronic admissions register includes at least two telephone numbers at which parents can be contacted in the case of an emergency.

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

- 2.10 The school meets the standard.
- 2.11 The school has revised its approach to risk assessment since the previous inspection. It has drawn up a new and suitable risk assessment policy and ensured that staff are familiar with this. Staff have received training and guidance from the headteacher on how to carry out and record risk assessments, and the importance of taking action to mitigate against potential risks. The school have also reduced their dependency on risk assessments undertaken by third parties at offsite facilities through conducting their own risk assessments of trips to be taken to such facilities. The headteacher now monitors all risk assessments to ensure their suitability and effectiveness.

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

- 2.12 The school meets the standard.
- 2.13 Since the previous inspection, the school has ensured that all the required checks have been completed for all newly appointed members of staff prior to their commencing work at the school.

Premises and accommodation – medical facilities [ISSR Part 5, paragraph 24]

- 2.14 The school meets the standard.
- 2.15 Since the previous inspection, the school has refurbished its medical facilities. In particular, it has removed asbestos, commenced a programme of improving the flooring of the medical room, replaced the sink and ensured the provision of hot, running water. As the result, the school now provides suitable accommodation for the medical examination and treatment of sick or injured pupils.

Premises and accommodation – water supply [ISSR Part 5, paragraph 28]

- 2.16 The school meets the standard.
- 2.17 Since the previous inspection, the school has replaced the previously existing water heaters with new ones. As a result, the school now ensures that washing facilities have an adequate supply of hot water.

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

- 2.18 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]

2.19 The school does not meet the standard.

2.20 The proprietary body and school leaders have taken effective steps to address the action points relating to the other standards raised at the previous inspection. However, the school's leadership does not have regard to statutory advice in that the school does not keep detailed, accurate, secure written records of concerns and referrals. As a result, the school does not ensure that leaders and managers demonstrate good skills and knowledge and fulfil their responsibilities effectively, so that the other standards are consistently met and they actively promote the well-being of the pupils.

3. Regulatory action points

3.1 The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014, and should take immediate action to remedy deficiencies as detailed below.

ISSR Part 3, Welfare, health and safety, paragraph 7

- Ensure that the school keeps detailed, accurate, secure written records of safeguarding concerns and referrals, as required by KCSIE September 2018 [paragraph 7 (a) and (b)].

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

- Ensure that leaders and managers demonstrate good skills and knowledge and fulfil their responsibilities effectively, so that the other standards are consistently met, and they actively promote the well-being of the pupils [paragraph 34 (1)(a), (b) and (c)].

4. Summary of evidence

Written materials

- Safeguarding policy
- First aid policy
- Records of the administration of first aid and medication
- Risk assessment policy and sample risk assessments
- The code of conduct for staff
- The admissions register
- Records of staff training with particular reference to safeguarding and risk assessment
- Records and correspondence relating to safeguarding
- Minutes with regard to the annual review of the safeguarding policy and procedures
- The written recruitment procedure
- The single central register of appointments and selected staff files

Meetings with school personnel

- Introductory meeting with the headmistress – to discuss arrangements for the day and to provide initial thoughts on progress since the previous inspection
- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with head – to discuss risk assessment arrangements
- Meeting with the office manager – to review school's recruitment procedures, to scrutinise single central register of appointments and to check staff recruitment files
- Meeting four staff, selected by inspectors - to discuss safeguarding, first aid and risk assessment procedures
- Meeting with the office manager – to discuss and view records of the administration of first aid and medication
- Viewing the admissions register, together with office manager
- Discussion with the chair of governors
- Review meeting with the headmistress and a deputy head to explain findings

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Tour of the school, including a visit to medical accommodation
- Interviews with six pupils chosen by inspectors
- Meeting of inspectors