

## Report for a Progress Monitoring Visit

<b>School name</b>	Warlingham Park School
<b>DfE number</b>	936/6522
<b>Registered charity number</b>	282940
<b>Address</b>	Warlingham Park School Chelsham Common Warlingham Surrey CR6 9PB
<b>Headteacher</b>	Mrs Sarah Buist
<b>Proprietor</b>	IPSET LTD (Independent Primary and Secondary Education Trust Ltd)
<b>Date of visit</b>	11 December 2018

## 1. Introduction

### Characteristics of the school

- 1.1 Warlingham Park School is an independent day school for boys and girls aged 2 to 11 years. It was founded in 1986 in premises previously occupied by a maintained school which reopened and registered as an independent school. It is owned by IPSET LTD (Independent Primary and Secondary Education Trust Ltd). Oversight is maintained through the school trustees. At the time of the inspection the school had 90 pupils on roll, including 39 children in the Early Years Foundation Stage. The school has 18 pupils who require support for special educational needs and/or disabilities, two of whom have an education, health and care plan. No pupils speak English as an additional language. The school's previous inspection was a progress monitoring visit in March 2018, which itself followed a regulatory compliance inspection in October 2017. The current head took up her post in September 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 the ISI progress monitoring visit on 7 March 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7(a) and (b) (safeguarding)	<b>Met</b>
Part 3, paragraph 12 (fire safety)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 8, paragraph 34(1)(a) and (b) (quality of leadership in and management of schools)	<b>Met</b>

## 2. Inspection findings

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7(a) and (b)]

#### 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. The policy, which has been revised since the arrival of the current leadership, has regard to the most recent statutory guidance, *Keeping Children Safe in Education (KCSIE) (September 2018)*. The policy identifies a trustee with responsibility for the oversight of safeguarding. A range of suitable documentation covering the safe recruitment of staff, whistleblowing, a staff code of conduct and information on how pupils are educated about online safety provides further guidance for staff.

#### Safeguarding implementation

- 2.3 The school meets the standards.
- 2.4 The school implements the safeguarding policy effectively and in line with current statutory guidance. Safeguarding procedures are well managed and follow local authority guidance, ensuring the welfare of pupils. Appropriate procedures are in place to support pupils in need. There are suitable arrangements for listening to pupils, and child protection records are held securely with the required confidentiality. In particular, since the previous inspection, the school has kept sufficiently systematic records of staff safeguarding training to ensure that all staff receive safeguarding training with sufficient appropriate regularity, with updates when necessary. The recently appointed designated safeguarding lead (DSL) and deputy DSL have recent safeguarding training, including inter-agency training, approved by the local authority. All other staff receive regular and appropriate safeguarding training, which includes the dangers of extremism and radicalisation. They have a clear awareness of their responsibilities and are aware of how to refer concerns and understand that anyone can make a referral to the children's services. New staff have undergone suitable induction training. All staff have received a copy of KCSIE Part 1, Part 5 and Annex A. Staff report that they receive informal updates from the DSL and additional checking to confirm their understanding of procedures. Staff understand proper procedures for reporting any allegations about staff that may come to their attention. Leaders understand the need to report any allegations against staff to the Disqualification and Barring Service (DBS) and/or Teaching Regulation Agency (TRA) when appropriate. Since the previous inspection, the school has ensured that that the trustees maintain effective oversight of the safeguarding policy and procedure and implementation through requiring review at least annually, in accordance with statutory guidance.

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

- 2.5 The school meets the standards.
- 2.6 The school meets all fire safety requirements and adopts a systematic approach towards ensuring pupils are safe from the risk of fire. All staff receive appropriate training in fire safety, including during induction. The school has appointed competent persons as fire wardens, who have appropriate training, experience and knowledge for the role. Fire equipment is tested by an external company annually, and fire alarms are tested frequently and regularly. Fire drills are carried out termly at different times of day. Leaders have ensured that a suitable fire risk assessment is in place. Records show that the school has ensured that appropriate preventative and protective measures for fire safety are carried out and monitored by the senior leadership team and governors. Since the previous inspection, the school has ensured that that all regular maintenance checks of fire appliances, as recommended in the external fire risk assessment, are carried out and the results of such checks accurately recorded. It has also ensured that fire training and updates for staff in either general fire safety, or specific such as the use of extinguishers in the kitchen, are comprehensively recorded to enable staff awareness and understanding to be tracked and improved if necessary.

**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 The proprietor ensures that the leadership and management demonstrate good skills and knowledge, and fulfil their responsibilities effectively, including those relating to health and safety and fire safety, so that the other standards are consistently met, and they actively promote the well-being of the pupils. In particular, trustees and the current leadership team have fully reviewed the school's policies and procedures, including those relating to safeguarding and fire safety. They have successfully implemented the action plan submitted following the previous regulatory compliance inspection so that the Independent School Standards are met consistently. The skills and knowledge of the trustee appointed to oversee policy and procedure and their implementation are used effectively to support the leadership and management of the school.

### **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 relevant 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
- Records and correspondence relating to safeguarding, including referrals and consultations with children's services and the local authority designated officer (LADO)
- Arrangements to educate pupils about safeguarding, including e-safety, bullying and taking responsibility for their own behaviour
- Records of staff training with particular reference to safeguarding and fire safety
- Trustees' minutes with regard to the annual review of the safeguarding policy and procedures
- Code of conduct for staff
- Staff recruitment policy
- Complaints procedure
- Record of complaints
- Fire safety policy
- The fire risk assessment and record of actions taken in response
- Records relating to fire safety, including regular maintenance checks of fire appliances and fire training and updates for staff

### Meetings with school personnel

- Introductory meeting with headteacher, to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- A meeting with the DSL, deputy DSL and safeguarding trustee to discuss implementation of safeguarding policy, training and induction of new staff
- A meeting with the headteacher – to discuss fire safety, and to review the school's records of fire safety checks, training records, risk assessments and maintenance logs
- A meeting with a total of six staff, selected by inspectors, to discuss their training, safeguarding pupils and promoting e-safety, and fire safety.
- A discussion with the chair of trustees about the school's progress against the action plan.
- A review meeting with the headteacher, deputy headteacher and the chair of trustees to explain findings.

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Tour of the school
- A meeting with six pupils selected by the inspectors to explore what it is like to be a pupil at the school.
- Meeting of inspectors