Advice Note for a Progress Monitoring Visit

Brackenfield School

September 2019

School's Details

School	Brackenfield School			
DfE number	815/6027			
Address	Brackenfield School 128 Duchy Road Harrogate North Yorkshire HG1 2HE			
Telephone number	01423 508558			
Email address	admin@brackenfieldschool.co.uk			
Headteacher	Mrs Nicola Matthews			
Proprietor	Harrogate Preparatory School Limited			
Age range	2 to 11			
Number of pupils on roll	138			
	Nursery	21	**Infants**	42
	Juniors	75		
Date of visit	11 September 2019			

1. Introduction

Characteristics of the school

1.1 Brackenfield School is an independent co-educational day school for pupils aged between 2 and 11 years. It is situated near the centre of Harrogate. The school is owned and governed by Harrogate Preparatory School Limited and is a member of the Forfar Education group of schools. There are no pupils who require support for special educational needs and/or disabilities (SEND). Two pupils speak English as an additional language (EAL). The school's previous inspection was a regulatory compliance inspection in March 2019.

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 regulatory compliance inspection on 20 to 21 March 2019.

Regulations which were the focus of the visit	Team judgements
Part 3 – paragraphs 7 (a) and (b) (safeguarding)	**Met**
Part 3 – paragraph 11 (health and safety)	**Met**
Part 3 – paragraph 12 (fire safety)	**Met**
Part 3 – paragraph 16 (a) and (b) (risk assessment)	**Met**
Part 4 – paragraphs 18 (2)(a),(2)(c) and (3) (suitability of staff, supply staff and proprietors)	**Met**
Part 4 – paragraphs 21 (3)(a) (suitability of staff, supply staff and proprietors	**Met**
Part 5 – paragraphs 28 (1)(a), (c) and (2) (premises and accommodation, water)	**Met**
Part 6 – paragraph 32 (1)(c) (provision of information)	**Met**
Part 8 – paragraphs 34 (a), (b) and (c) (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 requirement.

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 standards.

The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

The school's safeguarding policy meets the requirements and is provided to parents on the school`s website and is available from the school office. It has due regard to *Keeping Children Safe in Education* (KCSIE September 2019) and is appropriate for the specific needs of the school.

At the time of the visit, staff were due to have an update on KCSIE September 2019 the following week, to receive the most recent copy of Part 1 of the revised guidance, and relevant staff were due to be issued with Annex A. Staff were to be required to confirm they had received and read the documents, and steps were in place to ensure that staff understood them through checks at staff meetings. Planning for this training was documented, and staff confirmed they were expecting it to take place in a similar manner to the previous year. Whistleblowing and safe recruitment policies, and the staff code of conduct, meet current requirements and meet pupils' needs. Staff displayed good awareness of the safeguarding policy and related policies, advice and requirements.

The school's designated safeguarding lead (DSL) and the new proprietor have arrangements in place to undertake an annual audit of safeguarding procedures. The required specific training for the designated safeguarding lead (DSL) and deputy DSL is up to date and they are aware of local referral thresholds. Induction training for new staff includes the issue of all the required documents and recently appointed staff confirm they have received these along with specific associated training. In addition, staff have taken part in a range of additional training opportunities during the last school year, including a particular focus on children's mental health. Welfare concerns raised by staff are efficiently and accurately logged and dealt with effectively by the DSL and cases are reviewed.

The on-line safety of pupils is a high priority and recent guidance and training for staff and pupils indicates an appropriate focus on both the safeguarding and technological aspects of the use and misuse of digital media, and suitable filtering systems are in place.

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

2.4 The school meets the standard.

2.5 The school has carried out a risk assessment for legionella and has implemented the recommendations. The head monitors the legionella checks undertaken by the caretaker. All health and safety matters are monitored regularly by the proprietor.

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

2.6 The school meets the standard.

2.7 The school has implemented the recommendations of a fire risk assessment conducted by a suitably trained person. Staff training in fire safety is up to date, and staff and pupils are confident regarding procedures to be followed in the event of a fire

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

2.8 The school meets the standard.

2.9 The proprietor and senior leaders maintain effective oversight of risk assessments, including those for fire safety and legionella controls.

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

2.10 The school meets the standards.

2.11 The school ensures it follows statutory guidance with regard to pre-appointment checks on staff. All required checks are in place before staff start work, including barred list, the list of those prohibited from teaching, identity, medical fitness, and right to work in the UK. The school follows statutory guidance with regard to retaining copies of documents which confirm the identity of staff. The school ensures the single central register is maintained as required, including dates for checks for identity, against the barred list and for right to work in the UK. The proprietor and senior leaders conduct regular checks on recruitment procedures to ensure statutory guidance is followed so that the welfare of pupils is promoted.

Premises and accommodation – water [ISSR Part 5, paragraphs 28 (1)(a), (c) and (2)]

2.12 The school meets the standards.

2.13 The school ensures that cold water supplies that are suitable for drinking are clearly marked as such.

Provision of information [ISSR Part 6, paragraph 32]

2.14 The school meets the standard.

2.15 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]

2.16 The school meets the standard.

2.17 The proprietor has ensured that those with leadership and management responsibilities at the school demonstrate good skills 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 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 no further action is required as a result of this visit.

4. Summary of Evidence

4.1 The inspectors held discussions with the head, senior leaders, other members of staff and the proprietor. They visited different areas of the school and talked with a group of pupils. They scrutinised a range of documentation, records and policies.