

Heathside Preparatory School

16 New End, Hampstead, London NW3 1JA

Inspection dates

27 September 2018

Overall outcome

The school does not meet all of the independent school standards that were checked during this inspection

Boarding provision outcome

The school does not meet all of the national minimum standards that were checked during this inspection

Main inspection findings

Part 3. Welfare, health and safety of pupils

Paragraph 11, 12, 16, 16(a) and 16(b) and national minimum standard 11.1

- Leaders and staff do not know how to keep pupils safe.
- The proprietor has not made sure that the premises are safe. The premises do not comply with relevant health and safety legislation, including the Regulatory Reform (Fire Safety) Order 2005. Inspectors found serious failings that put the welfare of pupils, staff and visitors in danger.
- The lower-school site is not safe and secure. Leaders' oversight of who enters and leaves the site is poor. Part of the lower-school building is shared with a church. Leaders have not put suitable arrangements in place to manage potential risks. Visitors to the church readily gain unsupervised access to areas used by pupils. No safeguards are in place to prevent this from happening, or to alert leaders should it occur. Equally, there are insufficient measures in place to prevent pupils from leaving the school premises unsupervised and entering the areas used by the church.
- One part of the lower-school building adjoins a shop. The door between the two premises is secured in a way that would allow anyone using the shop to gain access to the school.
- The middle-school premises are unsafe. The proprietor has not made sure that the sites used for middle-school pupils are suitable for use as a school. One of the sites used by Year 6 pupils is located in a Territorial Army base. Leaders have not assessed the risks involved in sharing the premises. They have failed to put in place adequate measures to prevent visitors to the base from entering areas used by the school. Inspectors found that doors between the different areas used by pupils and military personnel were unlocked, and enabled free access between the two areas. Another site used by the middle school is located in a synagogue. As with the other sites, leaders have not considered the potential risks involved in sharing premises with another organisation. They have not taken appropriate steps to ensure the sites are

secure and safe.

- The school's fire safety policy states that all corridors and fire exits must be kept clear at all times. However, at the lower school, inspectors found fire exits that were screwed shut or blocked. For instance, a mattress blocked the evacuation route from the school hall, where gymnastics is taught. Leaders were unsure who had left the mattress there or who should take responsibility for removing it.
- The emergency evacuation route from one classroom in the lower school has no emergency or external lighting to aid safe evacuation. Assembly points for use in the event of an evacuation are too small to accommodate the number of pupils and staff on the lower-school site. These failings prevent safe evacuation from the lower-school site.
- Inspectors found other failings at the lower-school site, such as fire exit signs that pointed the wrong way or had fallen off the wall. In addition, a fire extinguisher that had been removed from its fixture was left on the floor. One fire exit door on the ground floor opens onto an alley way which is used to store scaffolding and building materials. There is then a door which opens out onto the street. On both doors, there are no measures in place to alert staff if pupils attempt to leave the premises unnoticed.
- At the upper-school site, school records show that weekly fire alarm checks have not been carried out in accordance with the school's fire safety policy.
- Leaders do not keep a record of which staff are present on the premises at the upper school. This means that leaders are unable to ascertain whether all staff have evacuated the building safely in the event of an emergency.
- At one of the sites used for middle-school pupils, the fire exit on the second floor does not have clear signage. This prevents pupils, staff and visitors from knowing which route to follow in order to leave the building safely in an emergency. Inspectors found that a fire door had been wedged open on the first floor. Leaders were unable to provide inspectors with any fire safety or health and safety risk assessments for this site.
- At the upper-school site, inspectors found an unlocked cupboard labelled 'dangerous chemicals', which contained cleaning materials that could be accessed easily by pupils.
- In the boarding provision on the upper-school site, the school has provided pupils with laundry bags with long cords. Inspectors found these laundry bags hanging from door hooks or the corners of bunk beds. Leaders had not assessed the potential risks of strangulation or choking posed by the length of cords on the laundry bags.

Paragraph 7, 7(a), 7(b), 32 (1), 32(1)(c) and national minimum standard 11.1

- The school's safeguarding policy incorporates the most recent statutory guidance, and is made available to parents and carers on the school's website. However, leaders do not implement the policy. The school's arrangements for safeguarding and promoting pupils' welfare are not effective.
- The proprietor, who is also the co-headteacher, has recently appointed two designated leaders with responsibility for safeguarding. These leaders are named in the school's safeguarding policy and identified on signage around the school. However, some staff do not know who the leaders are with responsibility for

safeguarding. The proprietor has not followed statutory guidance to make sure that leaders and staff are aware of the identity of the school's safeguarding leaders.

- Records show that when staff raise concerns about pupils' welfare, leaders' response is poor. Leaders do not take adequate steps to assess potential risks to pupils' safety. They do not ensure that pupils receive support, including through establishing multi-agency safeguarding arrangements, as soon as a problem emerges. Leaders do not have a clear or consistent understanding of when or how concerns about pupils' welfare should be reported and referred.
- Record-keeping related to child protection is inconsistent, poorly organised and lacks sufficient detail. Leaders do not routinely record the decisions they make or the reasons for the decisions that have been taken. Staff do not follow the school's recording requirements when they have concerns about a pupil. Inspectors found that concerns about pupils' welfare had been recorded or dealt with as behavioural concerns, rather than following the school's safeguarding and child protection policy.
- Leaders have not made sure that new staff receive appropriate information on the school's procedures for safeguarding and child protection. Leaders were unable to provide evidence to show that all staff have undergone safeguarding and child protection training, including at induction when staff join the school.
- The leadership team has failed to create a culture in which staff feel able to raise concerns or are confident that their concerns will be taken seriously by the proprietor. Staff in the boarding provision are not aware of the school's procedures for whistleblowing.

Paragraphs 9, 10 and 14

- Leaders have devised suitable policies to promote pupils' good behaviour and the prevention of bullying. In practice, leaders do not deploy staff adequately to promote good behaviour. Leaders and staff do not supervise pupils effectively. At the upper school, staff who are on duty at lunchtimes do not routinely reinforce the school's expectations for behaviour.
- Leaders do not make sure that staff keep thorough records of incidents of unacceptable behaviour or the sanctions that pupils receive.

Paragraph 13

- Leaders have not made sure that there are first aid policies to cover all the sites used by the school.
- Leaders told inspectors that all records relating to first aid are recorded centrally, online. Inspectors found that online records only contain details of incidents that have occurred on the upper-school site.
- Leaders do not take appropriate steps to cater for pupils' first aid and medical needs during off-site activities. Inspectors were made aware of a serious incident that was alleged to have occurred during a recent residential trip. Inspectors found that leaders had failed to consider potential risks to pupils prior to the trip, and had not made appropriate arrangements for the administration of first aid or medication.

Paragraph 15

- Leaders do not fully understand their responsibilities with regards to the admissions register. They have not made sure that it is kept up-to-date or maintained accurately.
- Inspectors found that 27 pupils had left the school at the end of the previous academic year. Although the proprietor said that she knew the whereabouts of these pupils, this information was not shared with staff who have responsibility for updating the admissions register. The school had not informed the local authority in a timely manner that the school was no longer providing education for these pupils. Leaders do not have appropriate safeguards in place to check that pupils are not at risk from going missing in education.
- Leaders have not ensured that the requirements of the independent school standards in Part 3 are met.

Part 4. Suitability of staff, supply staff, and proprietors

Paragraphs 17, 18(1) to 18(4)(c), 19(1) to 19(4)(c), 20(1) to 20(9), 21(1) to 21(5) and national minimum standard 14.1

- The proprietor was unable to provide sufficient evidence that all the required pre-employment checks are carried out on staff, in accordance with statutory requirements.
- Over the course of the inspection, inspectors were provided with different versions of the single central record of pre-employment checks on staff. Each version contained inaccurate information or substantial omissions. Leaders were unable to provide satisfactory evidence to account for these gaps or demonstrate that all the required checks had been carried out.
- The proprietor has not checked that members of staff appointed to leadership and management positions are not prohibited from taking on such roles by the Secretary of State. The proprietor has not ensured that members of the school's advisory board have had the required checks, and that these checks are recorded on a single central record.
- Leaders have not ensured that the requirements of the independent school standards in Part 4 are met.

Part 5. Premises of and accommodation at schools

Paragraphs 22, 23(1), 23(1)(a), 23(1)(b), 23(1)(c), 23(2), 24(1), 24(1)(a), 24(1)(b), 25, 26, 27, 27(a), 27(b), 28(1), 28(1)(a), 28(1)(b), 28(1)(c), 28(1)(d), 28(2), 28(2)(a), 28(2)(b), 29(1), 29(1)(a) and 29(1)(b)

- Leaders do not routinely assess potential risks on the premises, or take appropriate steps to reduce identified risks. These risks are reported in Part 3.
- Pupils have access to separate toilet and washing facilities for their sole use. However, at the upper-school site, washing facilities in the girls' toilets do not provide an adequate supply of hot water, as required by the regulations. Only two out of the three girls' toilet cubicles contain sanitary facilities. The disabled toilet at the upper-school site is designated and labelled for staff use only.
- Outdoor space for the middle- and lower-school sites is very limited. Leaders told

inspectors that arrangements are made for pupils to access outside space at local parks at breaktimes and for physical education. In practice, this means that pupils in key stages 1 and 2 typically wait until lunchtime before they can play outside. These arrangements are not suitable for pupils. The outdoor space at the upper-school site meets the requirements of the regulations.

- At the lower-school site, inspectors found that, in one part of the premises, there is insufficient external lighting to ensure that pupils can leave and enter the building safely.
- Classrooms have appropriate lighting, acoustics and ventilation. Pupils have access to drinking water from dispensers or taps, which are clearly labelled as drinking water.
- Suitable accommodation is in place for the care of pupils who are unwell or require first aid treatment.
- Leaders have not ensured that all of the requirements of the independent school standards in Part 5 are met.

Part 7. Manner in which complaints are handled

Paragraphs 33, 33(j) and 33(j)(ii) and national minimum standards 13, 17.1, 18.1 and 18.2

- The school's record of complaints is not well maintained. It does not contain suitably detailed records of all complaints that have been made by parents. It provides limited information on how the school has responded to any complaints made and the action taken by leaders as a result.
- In the boarding provision, leaders do not follow up complaints made by pupils in accordance with school procedures. Records do not indicate how the school has investigated or resolved the issues raised.
- Arrangements for governance have not ensured that there is a system in place to manage and respond to complaints made against the proprietor.
- Leaders have not ensured that the requirements of the independent school standards in Part 7 are met.

Part 8. Quality of leadership in and management of schools

Paragraphs 34, 34(1), 34(1)(a), 34(1)(b) and 34(1)(c) and national minimum standard 13

- The proprietor, who is also the co-headteacher, does not demonstrate the necessary knowledge or expertise to ensure that pupils are kept safe and that the school complies with the independent school standards. Inspectors found serious breaches in safeguarding and health and safety arrangements in relation to Parts 3 and 4 of the regulations. Pupils' well-being is not promoted effectively.
- The proprietor does not provide other members of the leadership team with appropriate support and challenge to enable them to fulfil their responsibilities.
- There are no effective or appropriate means by which the proprietor is held to account for pupils' safety and well-being. Members of the advisory board have recently stepped down from their roles. Plans for new governance arrangements are at an early stage.

- The proprietor has not established a culture where staff feel able to voice any concerns or are confident that leaders will seek resolutions in pupils' best interests.
- Leaders have not ensured that the requirements of the independent school standards in Part 8 are met.

Schedule 10 of the Equality Act 2010

- The accessibility plan does not cover all of the sites used by the school. At the upper-school site, the lift has been decommissioned. Leaders were unable to show that pupils, staff or visitors who have disabilities would be able to use the lift, should they need to. On one floor, doors to enter and exit the lift were blocked by school equipment, such as tables.

Boarding provision

The national minimum standards that were assessed during this inspection

Standard 3.1, 11.1, 13, 14, 15.1, 15.4, 17.1, 18.1 and 18.2

- Leaders have not ensured that all of the national minimum standards for boarding are met. Leaders and managers do not have sufficient oversight of pupils' well-being.
- Weaknesses in arrangements for safeguarding and health and safety mean that pupils are not kept safe in the boarding provision. These weaknesses are explained above under Parts 3 and 4.
- Staff in the boarding provision keep a written record of concerns raised by pupils. The school's guidance for use of this record book makes clear that all concerns raised should be investigated as complaints, and the outcomes shared with the pupil. There are a number of concerns that pupils have raised that are recorded in the book without a record of any follow up, exploration, investigation or outcome. Leaders have not ensured that concerns are followed up thoroughly, and that written records are kept to show that this has taken place.
- Newly appointed leadership of the boarding provision has made a number of important changes to the management of the boarding provision. This includes introducing suitable staff duty rotas and new policies to support the smooth day-to-day running of the boarding provision. Leadership has also ensured that pupils in the boarding provision are supervised appropriately, and that pupils are able to contact staff on duty if they have any worries or feel unwell.
- Leadership of the boarding provision has ensured that an independent adult visits the school regularly. This means that pupils have an opportunity to voice concerns to an adult who is independent from the management of the boarding provision.
- In addition, leaders have put in place suitable arrangements to meet pupils' welfare and medical needs while they are in the provision. Staff on duty are appropriately trained, and have access to first aid supplies should they need them. Suitable arrangements are in place for the safe administration of non-prescription medication, when pupils require it.
- Pupils were positive about the changes made by leaders and about their experiences at the school.

Compliance with regulatory requirements and national minimum standards for boarding schools

The school does not meet the requirements of the schedule to the Education (Independent School Standards) Regulations 2014 ('the independent school standards'), the national minimum standards for boarding schools and associated requirements that were checked during this inspection, as set out in the annex of this report. Not all of the standards and associated requirements were checked during this inspection.

School details

Unique reference number	100078
Social care unique reference number	1280475
DfE registration number	202/6360
Inspection number	10078946

This inspection was carried out under section 109(1) and (2) of the Education and Skills Act 2008, the purpose of which is to advise the Secretary of State for Education about the school's suitability for continued registration as an independent school.

The inspection of residential provision was carried out under the Children Act 1989, as amended by the Care Standards Act 2000, having regard to the national minimum standards for residential special schools.

Type of school	Other independent school
School status	Independent boarding school
Age range of pupils	2 to 14
Gender of pupils	Mixed
Number of pupils on the school roll	552
Number of part-time pupils	18
Number of boarders on roll	21
Proprietor	Remus White Ltd
Headteacher	Melissa Remus Elliot
Annual fees (day pupils)	£9,000 to £18,600
Annual fees (boarders)	Not available
Telephone number	020 3058 4011
Website	www.heathsideprep.co.uk
Email address	info@heathsideprep.co.uk
Date of previous standard inspection	19–21 September 2017

Information about this school

- Heathside Preparatory School provides non-selective education for girls and boys aged two to 14. There are currently 552 pupils on roll. The school does not make use of any alternative provision.
- In January 2018, the school opened a boarding provision for boys and girls aged eight years and over. At the time of the inspection, five pupils were boarding. School information indicates that 21 pupils are currently registered for boarding.
- The school operates across six sites, all of which are located in Hampstead, London, NW3. The boarding provision is located at the premises used by the upper school at West Heath Road, NW3.
- The school makes use of local parks for outdoor space, including for the teaching of physical education.
- Currently, the school provides education to 11 pupils in Year 10 who are following GCSE courses. These pupils will have their 15th birthday during the course of this academic year. The proprietor informed inspectors that pupils will be required to leave the school when they are aged 15 in order for the school to comply with the requirements of the registration authority.
- The school's last full standard inspection took place in September 2017. The school's overall effectiveness was judged to be outstanding. The early years was judged as good.
- On 6 June 2018, Ofsted carried out an inspection of the school's boarding provision. Inspectors found that the national minimum standards for boarding were unmet in standard 11 (Child protection), standard 13 (Management and development of boarding) and standard 18 (complaints).
- A new co-headteacher and head of boarding took up post in August 2018.
- Inspectors were aware during this inspection that a serious incident that occurred since the previous inspection is under investigation by the appropriate authorities. While Ofsted does not have the power to investigate incidents of this kind, actions taken in response to the incident were considered, alongside the other evidence available at the time of the inspection, to inform inspectors' judgements.

Information about this inspection

- This inspection was an emergency inspection conducted at the request of the Department for Education (DfE), the school's registration authority. It was commissioned in response to concerns received regarding pupils' safety and welfare. The inspection was unannounced.
- The registration authority commissioned inspectors to check the school's compliance with the independent school standards in Part 3 (welfare, health and safety of pupils), Part 4 (suitability of the staff, supply staff and proprietors), Part 5 (premises of and accommodation at schools), Part 7 (records and outcomes of complaints) and Part 8 (the quality of leadership and management in schools).
- Her Majesty's Inspectors (Education) were accompanied by two Social Care Regulatory Inspectors in order to check the school's compliance with the national minimum standards for boarding. The DfE commissioned inspectors to check standards 3.1, 11.1, 13, 14, 15.1, 15.4, 17.1, 18.1 and 18.2.
- Inspectors were asked to consider whether the school was providing education for pupils over the age of 14.
- Inspectors toured the school's premises and reviewed a range of information to check the school's compliance with the relevant standards, including child protection records and arrangements for the safety and suitability of the sites.
- Meetings were held with leaders, including the proprietor and the head of boarding. Inspectors met with a parent who will be part of future governance arrangements.
- Informal discussions were held with pupils, parents and staff. Inspectors visited the playground at lunchtime at the upper-school site.
- Telephone conversations were also held with several staff members at their request. Inspectors also held telephone discussions with the designated officers at Camden local authority and Barnet local authority.

Inspection team

Sarah Murphy-Dutton, lead inspector	Her Majesty's Inspector
Ruth Dollner	Her Majesty's Inspector
Jackie Graves	Social Care Regulatory Inspector
Patrick Sullivan	Social Care Regulatory Inspector

Annex. Compliance with regulatory requirements

The school does not meet the following independent school standards

Part 3. Welfare, health and safety of pupils

- 7 The standard in this paragraph is met if the proprietor ensures that-
 - 7(a) arrangements are made to safeguard and promote the welfare of pupils at the school; and
 - 7(b) such arrangements have regard to any guidance issued by the Secretary of State.
- 8 Where section 87(1) of the 1989 Act[11] applies in relation to a school the standard in this paragraph is met if the proprietor ensures that-
 - 8(a) arrangements are made to safeguard and promote the welfare of boarders while they are accommodated at the school; and
 - 8(b) such arrangements have regard to the National Minimum Standards for Boarding Schools or, where applicable, the National Minimum Standards for Residential Special Schools or the National Minimum Standards for Accommodation of Students under Eighteen by Further Education Colleges.
- 9 The standard in this paragraph is met if the proprietor promotes good behaviour amongst pupils by ensuring that-
 - 9(b) the policy is implemented effectively; and
 - 9(c) a record is kept of the sanctions imposed upon pupils for serious misbehaviour.
- 10 The standard in this paragraph is met if the proprietor ensures that bullying at the school is prevented in so far as reasonably practicable, by the drawing up and implementation of an effective anti-bullying strategy.
- 11 The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.
- 12 The standard in this paragraph is met if the proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005[12].
- 13 The standard in this paragraph is met if the proprietor ensures that first aid is administered in a timely and competent manner by the drawing up and effective implementation of a written first aid policy.
- 14 The standard in this paragraph is met if the proprietor ensures that pupils are properly supervised through the appropriate deployment of school staff.

- 15 The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006[13].
- 16 The standard in this paragraph is met if the proprietor ensures that-
 - 16(a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
 - 16(b) appropriate action is taken to reduce risks that are identified.

Part 4. Suitability of staff, supply staff, and proprietors

- 18(2) The standard in this paragraph is met if-
 - 18(2)(a) no such person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that person is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act;
 - 18(2)(b) no such person carries out work, or intends to carry out work, at the school in contravention of a prohibition order, an interim prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction;
 - 18(2)(c) the proprietor carries out appropriate checks to confirm in respect of each such person-
 - 18(2)(c)(i) the person’s identity;
 - 18(2)(c)(ii) the person’s medical fitness;
 - 18(2)(c)(iii) the person’s right to work in the United Kingdom; and
 - 18(2)(c)(iv) where appropriate, the person’s qualifications;
 - 18(2)(d) the proprietor ensures that, where relevant to any such person, an enhanced criminal record check is made in respect of that person and an enhanced criminal record certificate is obtained before or as soon as practicable after that person’s appointment;
 - 18(2)(e) in the case of any person for whom, by reason of that person living or having lived outside the United Kingdom, obtaining such a certificate is not sufficient to establish the person’s suitability to work in a school, such further checks are made as the proprietor considers appropriate, having regard to any guidance issued by the Secretary of State; and

- 18(2)(f) in the case of staff who care for, train, supervise or are in charge of boarders, in addition to the matters specified in paragraphs (a) to (e), the proprietor checks that Standard 14 of the National Minimum Standards for Boarding Schools or, where applicable, Standard 14 of the National Minimum Standards for Residential Special Schools, is complied with.
- 18(3) The checks referred to in sub-paragraphs (2)(c) and (except where sub-paragraph (4) applies) (2)(e) must be completed before a person’s appointment.
- 19(2) The standard in this paragraph is met if-
 - 19(2)(a) a person offered for supply by an employment business to the school only begins to work at the school if the proprietor has received-
 - 19(2)(a)(i) written notification from the employment business in relation to that person-
 - 19(2)(a)(i)(aa) that the checks referred to in paragraph 21(3)(a)(i) to (iv), (vii) and (b) have been made to the extent relevant to that person;
 - 19(2)(a)(i)(bb) that, where relevant to that person, an enhanced criminal record check has been made and that it or another employment business has obtained an enhanced criminal record certificate in response to such a check; and
 - 19(2)(a)(i)(cc) if the employment business has obtained such a certificate before the person is due to begin work at the school, whether it disclosed any matter or information; and
 - 19(2)(a)(ii) a copy of any enhanced criminal record certificate obtained by an employment business before the person is due to begin work at the school;
 - 19(2)(b) a person offered for supply by an employment business only begins work at the school if the proprietor considers that the person is suitable for the work for which the person is supplied;
 - 19(2)(c) before a person offered for supply by an employment business begins work at the school the person’s identity is checked by the proprietor of the school (irrespective of any such check carried out by the employment business before the person was offered for supply);
 - 19(2)(d) the proprietor, in the contract or other arrangements which the proprietor makes with any employment business, requires the employment business to provide-
 - 19(2)(d)(i) the notification referred to in paragraph (a)(i); and
 - 19(2)(d)(ii) a copy of any enhanced criminal record certificate which the employment business obtains,

- 19(2)(e) except for those persons to whom sub-paragraph (4) applies, in the case of supply staff who care for, train, supervise or are in charge of boarders, the proprietor checks that the relevant parts of Standard 14 of the National Minimum Standards for Boarding Schools or where applicable, Standard 14 of the National Minimum Standards for Residential Special Schools are complied with.
- 19(3) Except in the case of a person to whom sub-paragraph (4) applies, the certificate referred to in sub-paragraph (2)(a)(i)(bb) must have been obtained not more than 3 months before the date on which the person is due to begin work at the school.
- 21(1) The standard in this paragraph is met if the proprietor keeps a register which shows such of the information referred to in sub-paragraphs (3) to (7) as is applicable to the school in question.
- 21(2) The register referred to in sub-paragraph (1) may be kept in electronic form, provided that the information so recorded is capable of being reproduced in legible form.
- 21(3) The information referred to in this sub-paragraph is-
 - 21(3)(a) in relation to each member of staff ("S") appointed on or after 1st May 2007, whether-
 - 21(3)(a)(i) S's identity was checked;
 - 21(3)(a)(ii) a check was made to establish whether S is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act;
 - 21(3)(a)(iii) a check was made to establish whether S is subject to any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction;
 - 21(3)(a)(iv) checks were made to ensure, where appropriate, that S had the relevant qualifications;
 - 21(3)(a)(v) an enhanced criminal record certificate was obtained in respect of S;
 - 21(3)(a)(vi) checks were made pursuant to paragraph 18(2)(d);
 - 21(3)(a)(vii) a check of S's right to work in the United Kingdom was made; and
 - 21(3)(a)(viii) checks were made pursuant to paragraph 18(2)(e),
 - 21(3)(b) in relation to each member of staff ("S"), whether a check was made to establish whether S is subject to a prohibition order or an interim prohibition order, including the date on which such check was completed.

- 21(4) The information referred to in this sub-paragraph is, in relation to each member of staff in post on 1st August 2007 who was appointed at any time before 1st May 2007, whether each check referred to in sub-paragraph (3) was made and whether an enhanced criminal record certificate was obtained, together with the date on which any check was completed or certificate obtained.
- 21(5) The information referred to in this sub-paragraph is, in relation to supply staff-
 - 21(5)(a) whether written notification has been received from the employment business that-
 - 21(5)(a)(i) checks corresponding to those referred to in sub-paragraph (3)(a)(i) to (iv), (vi) and (vii) have been made to the extent relevant to any such person; and
 - 21(5)(a)(ii) an enhanced criminal record check has been made and that it or another employment business has obtained an enhanced criminal record certificate in response to such a check,
 - 21(5)(b) whether a check has been made in accordance with paragraph 19(2)(e) together with the date the check was completed; and
 - 21(5)(c) where written notification has been received from the employment business in accordance with a contract or other arrangements referred to in paragraph 19(2)(d) that it has obtained an enhanced criminal record certificate, whether the employment business supplied a copy of the certificate to the school.

Part 5. Premises of and accommodation at schools

- 23(1) Subject to sub-paragraph (2), the standard in this paragraph is met if the proprietor ensures that-
 - 23(1)(a) suitable toilet and washing facilities are provided for the sole use of pupils;
- 25 The standard in this paragraph is met if the proprietor ensures that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured.
- 27 The standard in this paragraph is met if the proprietor ensures that-
 - 27(b) external lighting is provided in order to ensure that people can safely enter and leave the school premises.
- 28(1) The standard in this paragraph is met if the proprietor ensures that-
 - 28(1)(b) toilets and urinals have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water;

- 29(1) The standard in this paragraph is met if the proprietor ensures that suitable outdoor space is provided in order to enable-
 - 29(1)(b) pupils to play outside.

Part 7. Manner in which complaints are handled

- 33 The standard about the manner in which complaints are handled is met if the proprietor ensures that a complaints procedure is drawn up and effectively implemented which deals with the handling of complaints from parents of pupils and which-
 - 33(j) provides for a written record to be kept of all complaints that are made in accordance with sub-paragraph (e) and-
 - 33(j)(ii) action taken by the school as a result of those complaints (regardless of whether they are upheld).

Part 8. Quality of leadership in and management of schools

- 34(1) The standard about the quality of leadership and management is met if the proprietor ensures that persons with leadership and management responsibilities at the school-
 - 34(1)(a) demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently;
 - 34(1)(b) fulfil their responsibilities effectively so that the independent school standards are met consistently; and
 - 34(1)(c) actively promote the well-being of pupils.

The school does not meet the following national minimum standards for boarding schools

- The school ensures that:
 - arrangements are made to safeguard and promote the welfare of pupils at the school; and
 - such arrangements have regard to any guidance issued by the Secretary of State. (NMS11.1)
- The school's governing body and/or proprietor monitors the effectiveness of the leadership, management and delivery of the boarding and welfare provision in the school, and takes appropriate action where necessary. (NMS 13.1)
- The school's leadership and management consistently fulfil their responsibilities

effectively so that the standards are met. (NMS13.4)

- The school's leadership and management and governance actively promote the wellbeing of pupils. (NMS13.5)
- Schools operate safe recruitment and adopt recruitment procedures in line with the regulatory requirements and having regard to relevant guidance[23] issued by the Secretary of State. (ISS paragraphs 18(2)-21(7)(b)) (NMS14.1)
- The school has, and follows, an appropriate policy on responding to complaints that is compliant with the relevant regulatory standards.[27] (ISS paragraphs 33-33(k)) (NMS18.1)
- The school's written record of complaints identifies those complaints relating to boarding provision, and action taken by the school as a result of those complaints (regardless of whether they are upheld). (NMS18.2)

Any complaints about the inspection or the report should be made following the procedures set out in the guidance 'Raising concerns and making a complaint about Ofsted', which is available from Ofsted's

website: www.gov.uk/government/publications/complaints-about-ofsted. If you would like Ofsted to send you a copy of the guidance, please telephone 0300 123 4234, or email enquiries@ofsted.gov.uk.

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