

## **ST FRANCIS SCHOOL**

Marlborough Road, Pewsey, Wiltshire, SN9 5NT

**25 MAY 2018**

### **CHARACTERISTICS OF THE SCHOOL**

St Francis School is an independent co-educational day school for pupils aged 0 to 13 years. It is run by a board of governors on behalf of the Hayfran Trust. There are currently 269 pupils on roll, 97 of whom are in the Early Years Foundation Stage (EYFS). The number of pupils requiring support for special educational needs and/or disabilities (SEND) is 40. They require support with dyslexia, dyspraxia and a range of other conditions. No pupils have a statement of special educational needs or an education, health and care (EHC) plan. Five pupils have English as an additional language (EAL), none of whom require additional support for their English. The previous ISI regulatory compliance inspection took place on 13 to 14 December 2017.

### **PURPOSE OF THE VISIT**

This was an unannounced visit at the request of the Department for Education to check that the school has fully implemented the action plan submitted following the previous regulatory compliance inspection. The focus of the visit was on the safeguarding of pupils, health and safety, fire safety, risk assessment, and the quality of leadership and management.

### **INSPECTION FINDINGS**

**Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b); EYFS 3.4, 3.5, 3.6, 3.7 and 3.8]; Provision of information to parents [ISSR Part 6, paragraph 32 (1) (c)]**

The regulation and requirements are met.

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. 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 implements the safeguarding policy effectively which has full regard to the most recent statutory guidance, *Keeping Children Safe in Education 2016 (KCSIE) (September 2016)*. There is a governor with responsibility for the oversight of safeguarding, and implementation is further supported by suitable guidance covering the safe recruitment of staff, whistleblowing, and a staff code of conduct.

Safeguarding procedures are managed well and follow the local authority's guidance, ensuring the welfare of the 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. The designated safeguarding lead (DSL) and deputy DSL have recent safeguarding training, including inter-agency training, provided by the local authority.

All other staff receive suitable and regular safeguarding training, which includes understanding the dangers of extremism and radicalisation. They have a strong understanding of their responsibilities and are aware of how to refer concerns about a child if necessary. They understand that anyone can make a referral to the children's services. New staff have undergone suitable induction training. All staff have read a copy of *KCSIE* Part 1 and Annex A. Staff receive regular updates from the DSL and additional on-line training to confirm their understanding of procedures. Appropriate records of staff training are maintained. The school works with other agencies appropriately to support pupils' well-being and ensure that they are safeguarded.

Staff understand the 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 LADO, and to the Disqualification and Barring Service (DBS) and/or Teaching Regulation Agency (TRA) when appropriate.

The safeguarding governor communicates with the DSL regularly, conducts a safeguarding audit, and reports back to the main board. Governors formally review the school's policy and arrangements annually.

**Welfare, health and safety of pupils – Health and safety [ISSR Part 3, paragraph 11; EYFS 3.44, 3.45, 3.46, 3.47, 3.48, 3.50, 3.51, 3.54, 3.56]**

The regulation and requirements are met.

A systematic approach towards ensuring the health and safety of pupils is in place. Leaders have revised the health and safety policy to ensure that it contains appropriate content and guidance. The bursar oversees health and safety matters across the school and effectively ensures the safety of the school site. Logs show regular and systematic recording of all maintenance testing both for internal and external checks. Portable electrical appliance and fixed-wire testing, legionella and gas services checks are all up to date. Staff receive appropriate and regular training in health and safety. The school has ensured that all minibuses drivers hold the appropriate licences to drive the school minibuses, and vehicles are maintained appropriately. No potential health and safety issues were identified during the tour of the school site. Leaders have introduced regular meetings that take place between the bursar and estates manager, and the minutes of these and of health and safety committee meetings confirm that action is taken to address issues in a timely manner so that the school premises provide a consistently safe environment for pupils, staff and visitors.

**Welfare, health and safety of pupils – Fire safety [ISSR Part 3, paragraph 12; EYFS 3.55]**

The regulation and requirements are met.

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. Leaders have ensured that a suitable fire risk assessment and audit is in place, and the school's responses to the action points raised by this audit are recorded in the weekly minutes and in H&S committee meeting minutes. Records show that the school ensures that appropriate action is and has been taken to reduce risks that are identified. Fire equipment is tested by an external company annually, and fire alarms are tested frequently and regularly. Fire drills are carried out twice a term at different times of day.

**Welfare, health and safety of pupils – Risk assessment [ISSR Part 3, paragraph 16; EYFS 3.64 and 3.65]**

The regulation and requirements are met.

There is an appropriate written risk assessment policy. The policy outlines the responsibilities of specific personnel and sets out a systematic approach to risk assessment. All staff receive appropriate training in risk assessment. Detailed risk assessments are conducted and recorded for all activities both on and off the school site, and for all areas of the environment, including the EYFS and those with hazardous substances such as science laboratories. External specialists carry out risk assessments for fire safety, gas safety, electrical safety, legionella and asbestos.

The weekly meetings that take place between the bursar and estates manager include a focus on risk assessment, and records show that the school has taken appropriate action to reduce any risks that have been identified.

**Quality of leadership and management [ISSR Part 8, paragraph 34(1), (b) and (c)]**

The regulation is met.

The proprietor ensures that the leadership and management 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. Senior leaders and governors maintain effective oversight to ensure that any necessary actions identified by risk assessments are carried out promptly.

**REGULATORY ACTION POINTS**

The school meets all of the requirements of the Education (Independent School Standards) Regulations 2014, and relevant requirements of the Early Years Statutory Framework.