

Report for an Additional Inspection

School name	Bury Catholic Preparatory School
DfE number	351/6000
Registered charity number	509280
Address	Arden House Manchester Road Bury Lancashire BL9 9BH
Headmaster	Mr Brian Morton
Chair of governors	Mrs Katherine Duffy
Date of visit	13 November 2018

1. Introduction

Characteristics of the school

- 1.1 Bury Catholic Preparatory School is a coeducational day school for pupils between the ages of 3 and 11. It is situated in Bury, Lancashire. At the time of the visit, there were 91 pupils on roll (49 girls and 42 boys), of whom 27 were in the Early Years Foundation Stage (EYFS). Bury Catholic Preparatory School is a limited company and a registered charity administered through a board of directors also referred to as the governing body, members of which include parents of current and past pupils. The school has nine pupils who require support for special educational needs and/or disabilities, of whom one has an education, health and care plan. There are no pupils who speak English as an additional language. The school's previous inspection was an educational quality inspection in November 2016.

Purpose of the visit

- 1.2 This was an unannounced additional visit at the request of the Department for Education (DfE) which focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs) and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7(a) and (b) (Safeguarding)	Met
Part 4, paragraph 18(2)(a)-(e), 18(3), 21(2), 21(3)(a)-(b) (suitability of staff)	Not Met
Part 8, paragraph 34(1)(a), (b) and (c) (leadership and management)	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7; EYFS 3.4, 3.5, 3.14]

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 meets the standards.
- 2.4 Following a difficult transition period during a change of senior management, the school has worked closely with the local authority to ensure that safeguarding arrangements are correctly implemented and provide appropriate support for pupils' needs. All staff have received training in recent changes to regulatory guidance and on-line safety. New staff receive basic induction training to ensure they understand their safeguarding responsibilities, which includes the staff code of conduct, whistle-blowing procedures and the pupil behaviour policy. The designated safeguarding leader (DSL) and deputy (DDSL) are both members of the senior leadership team, and have appropriate levels of training for their roles, which is in line with local procedures and includes training for e-safety. The DSL regularly meets with staff on an individual basis to disseminate updates and check understanding for all safeguarding processes. During interview, staff demonstrated that they have a sound understanding of their safeguarding responsibilities. They recognise the importance of 'early help' strategies and know how to report any concerns about pupils or other staff, and stated that any concerns about senior leaders are reported to the chair of governors. Appropriate records for safeguarding concerns are kept, which are monitored by the DSL. These show timely and appropriate liaison with local safeguarding agencies and parents. The designated governor for safeguarding is new to post but has relevant knowledge and experience through her own career. The governors undertake an annual safeguarding review and recognise that the overview of the implementation of the safeguarding arrangements by the governors needs to be recorded more robustly.

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

- 2.5 The school does not meet all of the standards.
- 2.6 Working closely with the local authority and an external recruitment company, the school has ensured that the correct procedure for the recruitment of all new staff, supply staff, volunteers and governors is in place. The process is correctly documented in the recruitment policy. The senior management of the school are in the process of ensuring that all required information is stored correctly in the staff files and are cross checking this on an appropriate checklist for each member of staff. The procedures for recording checks on the single central register of appointments (SCRA) are now secure, however, due to a set of circumstances beyond their control the SCRA is not yet complete and does not meet regulatory requirements.

Provision of information [ISSR Part 6, paragraph 32]

- 2.7 The school meets the standards.
- 2.8 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]

2.9 The school meets the standards.

2.10 The school's leadership and management demonstrate good skills and knowledge and fulfil their responsibilities effectively so that the Independent School Standards are met in most respects. The pro-active approach taken by the new senior leadership has ensured that the school is very well supported by the local authority to secure full implementation of the regulatory framework for safeguarding in line with local requirements. The single central register of appointments was not fully compliant at the time of inspection, due to circumstances beyond the control of the senior management of the school and they have worked hard to recover from the situation. Proprietorial review is sufficient to ensure that policies are effectively implemented in practice and actively promote the well-being of all pupils.

3. Regulatory action points

- 3.1 For the regulations which were the focus of this visit, the school does not all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework and should take immediate action to remedy deficiencies as detailed below.

ISSR Part 4, Suitability of staff, paragraph 21

- Ensure that the single central register of appointments accurately records the recruitment checks undertaken on all staff, supply staff, volunteers and proprietors working at the school. [paragraph 21(3)(a)-(b)]

4. Summary of evidence

Written materials

- Safeguarding policy
- Code of conduct for staff
- Staff recruitment policy
- Single central register of appointments
- Anti-bullying policy
- Whistle-blowing policy
- Staff personnel files
- Confirmation from the LADO and the SENIOR Safeguarding Lead for Bury that their own scrutiny of the systems and procedures at the school are in line with and meet their expectations for safeguarding

Meetings with school personnel

- Introductory meeting with headmaster – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with staff responsible for carrying out staff recruitment checks – to review school's recruitment procedures, to scrutinise single central register of appointments and to check staff recruitment files
- Meeting with chair of governors to discuss the role of governors in overseeing safeguarding and recruitment process and procedures
- Meeting with a group of staff to discuss awareness of safeguarding arrangements
- Head office discussions with the local authority LADO and Senior Safeguarding Lead for Bury

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Interviews with pupils, in Years 5 and 6 chosen by inspectors
- Meeting of inspectors