

CARLETON HOUSE PREPARATORY SCHOOL

145 Menlove Avenue, Liverpool, Merseyside, L18 3EE

02 MAY 2018

CHARACTERISTICS OF THE SCHOOL

Carleton House Preparatory School is a co-educational day school for pupils between the ages of three and eleven years. It was founded by a group of parents in 1974 and moved to its current location in the Calderstones area of Liverpool in 2009. The school is a charitable trust administered by a board of governors, who have overall responsibility for its leadership and management.

At the time of the visit, there were 177 pupils on roll; 86 boys and 91 girls. Of these, 47 were in the Early Years Foundation Stage (EYFS). The school has identified ten pupils with special educational needs and/or disabilities (SEND) of whom nine receive support for their learning. No pupil has an education, health and care (EHC) plan or statement of educational needs. Four pupils have English as an additional language (EAL), of whom two receive support for their English.

PURPOSE OF THE VISIT

This was an announced visit at the request of the Department for Education to check that the school has fully implemented the action plan submitted following the regulatory compliance inspection in November 2017. The focus of the visit was on safeguarding; suitability of staff, supply staff and proprietors; and the quality of leadership and management.

INSPECTION FINDINGS

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

The school meets the regulations.

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.

Safeguarding arrangements are correctly implemented and provide appropriate support for pupils' needs. 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. All staff including those supplied by external organisations are suitably trained and receive regular updates on safeguarding practice. Thorough induction processes are instigated for staff who are new to the school. The DSL regularly circulates informal updates on any changes to safeguarding policy and its implementation and provides opportunity for staff to contribute to safeguarding arrangements at the weekly staff meetings.

During discussions, staff demonstrate that they have a clear understanding of their safeguarding responsibilities. They know how to report any concerns about pupils or other staff, and state that they can make reports directly to the local authority safeguarding children board if necessary. Staff acknowledge the importance of disclosing any required changes in personal circumstance to the senior leadership and state that use of personal mobile phones and cameras is not permitted in school.

Appropriate records for safeguarding concerns are kept and securely stored. These are regularly monitored by the DSL and show timely and appropriate liaison with both parents, when appropriate, and with local agencies. Discrepancies relating to safeguarding identified at the previous inspection have been appropriately addressed. All necessary recruitment checks, relating to barred list checks and prohibition from teaching checks, are undertaken in a timely manner before staff begin work at the school. Suitable risk assessment arrangements are instigated for staff with delayed DBS checks and a barred list check undertaken before their appointment. The governing body undertakes an annual safeguarding review with due diligence, demonstrating rigour in their oversight of arrangements. The designated governor with safeguarding responsibility meets regularly with the DSL to support and monitor arrangements. Pupils, during discussions, comment that they are aware of safeguarding arrangements in school, including on-line safety; they articulate that staff are very approachable, should they have a concern or worry.

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

The school meets the regulations.

The school has an appropriate policy for the safe recruitment of staff. All checks, including medical fitness assurance, are now correctly implemented for all new staff before they begin work at the school. The procedures for recording checks on the single central register of appointments (SCRA) have been revised and now demonstrate the accurate recording of staff recruitment checks. Staff files are well maintained and contain all the required information, which is cross-referenced on a checklist within each file. Senior leaders, including at governance level, regularly monitor safer recruitment procedures, including checks of the SCRA. All omissions identified at the previous inspection have been rectified as far as reasonably practicable.

Quality of leadership and management [ISSR Part 8, paragraph 34]

The school meets the regulation.

The school's leadership and management demonstrate good skills and knowledge and fulfil their responsibilities effectively so that the independent school standards are met consistently. All discrepancies identified at the previous inspection have been appropriately rectified. Proprietorial review is thorough to ensure that policies are effectively implemented in practice and actively promote the well-being of all pupils.

REGULATORY ACTION POINTS

The school meets of the requirements of the Education (Independent School Standards) Regulations 2014.