

## Report for a Progress Monitoring Visit

<b>School name</b>	Glebe House School and Nursery			
<b>DfE number</b>	926/6004			
<b>Registered charity number</b>	1018815			
<b>Early years registration number</b>	EY298976			
<b>Address</b>	Glebe House School and Nursery 2 Cromer Road Hunstanton Norfolk PE36 6HW			
<b>Headmaster</b>	Mr Louis Taylor			
<b>Chair of governors</b>	Mr Nicholas Crane			
<b>Number of pupils on roll</b>	178			
	<b>Boys</b>	85	<b>Girls</b>	93
	<b>Day pupils</b>	141	<b>Boarders</b>	37
	<b>EYFS</b>	89	<b>Juniors</b>	72
	<b>Seniors</b>	17		
<b>Date of visit</b>	7 March 2019			

## 1. Introduction

### Characteristics of the school

- 1.1 Glebe House School and Nursery is a co-educational day and boarding school for pupils aged between six months and thirteen years. It is located in Hunstanton on the north Norfolk coast. Founded in 1874, the school is a charitable trust, overseen by a board of governors. The nursery is located in self-contained premises and is open for 50 weeks of the year. Weekly boarding provision is available from the age of seven.
- 1.2 The school has 18 pupils who require support for special educational needs and/or disabilities, of whom two have an education, health and care plan. No pupils speak English as an additional language. The school's previous inspection was a focused compliance and educational quality inspection in October 2018.

### Purpose of the visit

- 1.3 This was an unannounced progress monitoring visit at the request of the Department for Education to check that the school has fully implemented the action plan submitted following the inspection in October 2018.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraphs 7 and 8 (safeguarding); NMS 11	Met
ISSR Part 4, paragraph 18 (2)(f), 18(3) (Suitability of staff, supply staff and proprietors); NMS 14.1	Met
ISSR Part 6, paragraph 32 (Provision of information)	Met
ISSR Part 8, paragraph 34 (1)(a)(b) and (c) Quality of leadership in and management of schools; NMS 13.3 – 13.5	Met

## 2. Inspection findings

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 and 8; NMS 11]

#### 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 Arrangements are made to safeguard and promote the welfare of pupils throughout the school, and the school's procedures for safeguarding show regard for the most recent statutory guidance Keeping Children Safe in Education 2018. The school has a designated safeguarding lead (DSL) for the nursery pupils and one for the prep school. The DSLs are knowledgeable about their responsibilities, and staff understand the need to report any concerns to them or directly to the appropriate authorities for child protection. Safeguarding documents show that concerns about pupils' welfare are acted upon appropriately and promptly, and records are kept secure. The policy and procedures comply with the child protection arrangements for the EYFS, including the school's advice on the use of cameras and mobile phones.
- 2.5 The policy includes details of Prevent Duty guidance and is further supported by suitable policies covering the staff code of conduct, whistleblowing, children missing in education and e-safety. The safeguarding policy is reviewed annually by the board of governors.
- 2.6 Since the previous inspection, the school has ensured that all required checks are completed before an individual takes up employment. When the school accepts a pre-existing criminal record check because the new appointee has been working in another school, a barred list check and a prohibition from teaching check are carried out before the member of staff takes up post and is engaged in teaching work.

### Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18(2)(f), 18(3); NMS 14.1]

- 2.7 The school meets the standards.
- 2.8 The school makes appropriate checks to ensure the suitability of staff, supply staff, and proprietors, and a register is kept as required. Visitors to boarding accommodation are appropriately supervised. The school now ensures that medical fitness checks are carried out before staff start work.

### Provision of information [ISSR Part 6, paragraph 32]

- 2.9 The school meets the standard.
- 2.10 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; NMS 13.3 – 13.5]**

- 2.11 The school meets the standards.
- 2.12 The leadership and management have sufficient knowledge to fulfil their responsibilities effectively so that all of the Independent School Standards are consistently met and the well-being of the pupils is actively promoted. In particular, they have fully implemented the action plan submitted following the previous inspection in regard to safeguarding pupils, the suitability of staff and the recording of recruitment checks.

### **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, National Minimum Standards for Boarding Schools 2015 and requirements of the Early Years Statutory Framework, and no further action is required as a result of this visit.

## 4. Summary of evidence

### Written materials

- Safeguarding policy
- Recruitment policy
- Single central register of appointments

### Meetings with school personnel

- Introductory meeting with head – to discuss arrangements for the day and to provide initial thoughts on areas specified as focus for the visit
- Meeting with the DSL and DSL for Nursery – to discuss implementation of the safeguarding policy, training and induction of new staff
- Meeting with person responsible for carrying out staff recruitment checks – to review the school's recruitment procedures, to scrutinise the single central register of appointments and to check staff recruitment files

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above).
- Scrutiny of the single central register of appointments
- Scrutiny of the personnel files of those recruited since previous inspection (October 2018) and those not compliant at the previous inspection
- Review of:
  - Training certificates for the DSL and records of safeguarding training for staff, including documentation exemplifying the content of recent training and induction training
  - Records of child protection and welfare concerns reported to the DSL
  - Records of any contact with local Children's Services or the LADO
- Minutes outlining the annual review of safeguarding policy and procedures
- Record of safeguarding concerns