

Report for a Progress Monitoring Visit

School name	Ghyll Royd School		
DfE number	380/6017		
Registered charity number	1070235		
Address	Greystone Manor Ilkley Road Burley-in-Wharfedale West Yorkshire LS29 7HW		
Headteacher	Mr David Martin		
Chair of governors	Mr Phillip Stephenson		
Number of pupils on roll	89		
	Boys	56	Girls 33
	EYFS	35	Juniors 54
Date of visit	14 March 2019		

1. Introduction

Characteristics of the school

- 1.1 Ghyll Royd School is a co-educational day school for pupils between the ages of two and eleven years. It is situated in Burley-in-Wharfedale, West Yorkshire. The school is a charitable trust, administered by a board of governors. The school has nine pupils who require support for special educational needs and/or disabilities, none of whom has a statement of special educational needs or an education, health and care plan. There is one pupil who speaks English as an additional language. The school's previous inspection was a regulatory compliance inspection in February 2018.

Purpose of the visit

- 1.2 This was an unannounced progress monitoring visit at the request of the Department for Education (DfE) to check that the school has fully implemented the action plan submitted following the regulatory compliance inspection on 7 to 8 February 2018.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraph 7 (safeguarding)	Met
ISSR Part 3, paragraph 12 (fire)	Met
ISSR Part 4, paragraph 18 (suitability of staff)	Met
ISSR Part 4, paragraph 20 (suitability of proprietors)	Met
ISSR Part 4, paragraph 21 (single central register of appointments)	Met
ISSR Part 6, paragraph 32 (1)(c) (provision of information)	Met
ISSR Part 8, paragraph 34 (leadership and management)	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7]

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 standard.
- 2.4 Safeguarding arrangements are implemented rigorously in-line with current statutory guidance 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 comprehensive induction training to ensure they understand their safeguarding responsibilities, including *Keeping Children Safe in Education* (KCSIE) Part 1 and Annex A, the staff code of conduct and behaviour policy. The designated safeguarding lead (DSL) and deputies have sufficient status and authority to undertake their roles, and have appropriate levels of training, which is in line with local procedures. The DSL regularly provides informal updates on any changes to safeguarding policy and its implementation.
- 2.5 During discussions, staff demonstrate that they have a clear understanding of their safeguarding responsibilities. They recognise the importance of 'early help' strategies, know how to report any concerns about pupils or other staff, and understand that any concerns about senior leaders are reported to the designated safeguarding governor or in their absence to the local authority designated officer (LADO) directly. Additionally, they understand that use of personal mobile phones and cameras is not permitted whilst pupils are present. Appropriate records for safeguarding concerns are maintained, which are regularly monitored by the DSL. These show appropriate liaison with both parents and local agencies. The safeguarding governor meets with the DSL regularly and the full board undertake a rigorous annual review of safeguarding arrangements. Discrepancies relating to staff recruitment identified at the previous inspection have been appropriately addressed.

Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12]

- 2.6 The school meets the standard.
- 2.7 The school meets fire safety requirements and adopts a systematic approach towards ensuring pupils are safe from the risk of fire. Staff are appropriately trained; fire drills are carried out regularly at different times of day and fire equipment is tested annually by external specialists. Since the previous inspection senior managers and governors have produced a comprehensive action plan which has ensured that a new external fire risk assessment has been completed and that all recommended action points have been completed in a timely manner. Fire-proof cladding has been installed in the boiler room and attics and intumescent strips and automatic closers have been fitted to fire doors. Monitoring of fire safety arrangements by managers and governors is thorough and well documented.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18, 20 and 21]

- 2.8 The school meets the standards.
- 2.9 Since the previous inspection, the school has undertaken a full audit and review of the staff recruitment process. The action plan written following the previous inspection has been fully implemented. New checklists have been put in place along with a revised risk assessment document for use in cases where the DBS check is late. Anomalies noted at the time of the previous inspection have been addressed. The governing body undertakes regular checks of the recruitment process and of entries on the single central register of appointments, cross referenced against staff personnel files. In recent appointments all necessary recruitment checks, relating to disclosure and barring checks, barred list checks and prohibition from teaching and management checks have been undertaken in a timely manner before staff began work at the school. References have been taken before interview to ensure they are completed before staff commence work. Checks are now correctly entered on to the single central register of appointments.

Provision of information [ISSR Part 6, paragraph 32 (1)(c)]

- 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]

- 2.11 The school meets the standard.
- 2.12 Senior leaders and governors demonstrate good skills and knowledge and fulfil their responsibilities effectively so that the independent school standards are met consistently and they actively promote pupils' well-being.
- 2.13 The school has implemented its action plan, addressing the action points from the previous inspection. Governors provide appropriate oversight through a regular process of support, monitoring and challenge and staff have undertaken suitable training to help them carry out their roles.

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 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
- Arrangements to educate pupils about safeguarding, including e-safety
- Records of staff training with particular reference to safeguarding
- Code of conduct for staff
- Staff recruitment policy
- Single central register of appointments
- Governor meeting minutes
- Action plan following inspection
- Fire risk assessment
- Fire risk assessment action plan

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 – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with head – to discuss fire arrangements
- 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 staff regarding safeguarding, chosen by inspectors

Activities on site

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