

## Report for a Progress Monitoring Visit

<b>School name</b>	Caversham Preparatory School			
<b>DfE number</b>	870/6009			
<b>Address</b>	16 Peppard Road Caversham Reading Berkshire RG4 8JZ			
<b>Headmaster</b>	Mr Chris Neal			
<b>Proprietors</b>	Mr Ian Lawson and Mrs Jacqueline Lawson			
<b>Number of pupils on roll</b>	72			
	<b>Boys</b>	39	<b>Girls</b>	33
	<b>EYFS</b>	6	<b>Juniors</b>	66
<b>Date of visit</b>	25 March 2019			

## 1. Introduction

### Characteristics of the school

- 1.1 Caversham Preparatory School is a co-educational day school for pupils between the ages of three and eleven years. Established in 1993, the school is situated in three adjacent properties in Caversham, north of Reading. Since 2009, the school has been owned and operated by the joint proprietors who, together with two other family members, are responsible for the school's governance. The school educates six children aged four years in the Early Years Foundation Stage (EYFS).
- 1.2 The school has five pupils who require support for special educational needs and/or disabilities (SEND). No pupil has a statement of special educational needs or an education, health and care plan. Six pupils speak English as an additional language (EAL). The school's previous inspection was a regulatory compliance inspection in April 2018.

### Purpose of the visit

- 1.3 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 in April 2018.

Regulations which were the focus of the visit	Team judgements
ISSR Part 3, paragraph 7 [safeguarding]	Met
ISSR Part 3, paragraph 15 [attendance and admission registers]	Met
ISSR Part 4, paragraphs 18 to 21 [suitability of staff, supply staff and proprietors]	Met
ISSR Part 5, paragraph 24 [medical accommodation]	Met
ISSR Part 6, paragraph 32(1)(c) provision of information [safeguarding policy]	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 The school now implements its safeguarding policy and procedures effectively. Training for staff has been improved and staff interviewed demonstrated clear knowledge of the content of their recent training, as well as a correct understanding of the internal and external procedures for reporting disclosures and allegations. Attendance at training is clearly recorded, and new staff are provided with an appropriate induction to the school, including a discussion of the required documentation. The designated safeguarding lead (DSL) has a secure understanding of the thresholds for referring safeguarding concerns to the local authority, and records show that pupils requiring early help are identified, and that any referrals are carried out promptly. Safeguarding is now closely monitored by the proprietors, who have carried out an appropriate annual review of policy and practice.

### **Welfare, health and safety of pupils – admission and attendance registers [ISSR Part 3, paragraph 15]**

- 2.5 The school meets the standard.
- 2.6 The school now ensures that the local authority is notified if a pupil is added to or removed from the admission register at 'non-standard' times.

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

- 2.7 The school meets the standards.
- 2.8 Since the previous inspection, the school has ensured that all staff appointed and anyone not employed but who is engaged in regulatory activity have undergone all the required vetting checks prior to starting work in the school. The dates of such checks are correctly recorded. The school does not currently employ agency supply staff.

### **Premises and accommodation – medical facilities [ISSR Part 5, paragraph 24]**

- 2.9 The school meets the standard.
- 2.10 The school has now installed a suitable washbasin in the sick bay.

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

- 2.11 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]**

2.12 The school meets the standard.

2.13 Since the previous inspection, governance and leadership arrangements have been re-organised and clear lines of responsibility and accountability have been established. Monitoring and review procedures by proprietors are now effective and efficient, particularly with respect to safeguarding and staff recruitment. Proprietors and school leaders have sufficient skills and knowledge, and fulfil their responsibilities effectively, to ensure that the independent school standards are met consistently. Staff at all levels and the proprietors actively promote the well-being of the pupils.

### **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 no further action is required as a result of this visit.

## 4. Summary of evidence

### Written materials

- Safeguarding policy
- Records of staff training with particular reference to safeguarding
- Code of conduct for staff
- Staff 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 – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with proprietors
- Meeting with the head to discuss leadership and management
- Meeting with the person responsible for the admission register
- Meeting with the person 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

### Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Visit to the medical facilities
- Meeting with five staff members chosen by the inspectors
- Interviews with two groups of pupils in Years 5 and 6, chosen by the inspectors
- Meeting of inspectors
- Oral feedback to proprietors and head