

WYCHWOOD SCHOOL

74 Banbury Road, Oxford, Oxfordshire, OX2 6JR

5TH OCTOBER 2016

CHARACTERISTICS OF THE SCHOOL

Wychwood School is a day and boarding school for girls aged 11 to 18 years, situated near the centre of Oxford. It was founded in 1897 and is a Christian, non-denominational foundation. It is administered by trustees and a governing body. At the time of the inspection, 114 pupils attended the school, 35 of whom were boarders. A total of 28 pupils have been identified as having special educational needs and/or disabilities (SEND) and 25 of these receive support. The school provides support for 8 pupils who have English as an additional language (EAL).

PURPOSE OF THE VISIT

This was an unannounced visit carried out at the request of the DfE to check that the school has fully implemented the action plan submitted following the inspection of December 2015. The focus of the visit was the welfare, health and safety arrangements, in particular the safeguarding arrangements in the school with regard to the training of staff; risk assessment and fire safety; staff recruitment procedures with regard to prohibition checks and the maintenance of the single central register (SCR); and the quality of leadership and management. In addition, the National Minimum Standards (NMS) for boarding with regard to induction and support of boarders, ensuring their health and well-being, and staff accommodation were inspected.

INSPECTION FINDINGS

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b) & 8 (a) and (b)]; NMS 11 - Provision of information to parents [ISSR Part 6, paragraph 32 (1)(c)]

The school meets the requirements.

The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school. 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.

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraphs 7 (a) and (b) & 8 (a) and (b)]

The school meets the regulations.

The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school. The policy has full regard for official guidance and has been updated to include the recent revised requirements for *Keeping Children Safe in Education* (KCSIE). The designated safeguarding lead (DSL) and her deputy have completed appropriate training with the local authority, Oxford.

Training for all staff to include current safeguarding legislation has been completed satisfactorily. Appropriate induction training is provided for newly appointed staff. Records of training are well documented and monitored on a central electronic log and staff are required to sign to say they that have read and understood KCSIE Part 1.

Welfare, health and safety of pupils [ISSR Part 3, paragraph 16 (b); ISSR part 5 paragraphs 25 and 30 under Premises and Accommodation]; NMS 5.1 - boarding accommodation and NMS 6.3 - safety of boarders

The school meets the regulations and standards.

The school has a suitable risk assessment policy which has been effectively implemented. The sleeping accommodation for boarders has a detailed risk assessment especially with regard to fire safety. The risk assessments conducted in the school for high risk areas, such as fire, are completed by suitably trained and specialist outside contractors. The school has trained key members of staff in risk assessment to ensure appropriate annual assessments are completed for less high risk areas in the school. The governing body, the head and a senior member of staff fulfil their responsibility for monitoring the risk assessments to ensure effective implementation of the policy.

Welfare, health and safety of pupils [ISSR Part 3, paragraph 12] and NMS 7.1 - fire precautions and drills in boarding

The school meets the regulations and standard.

The school complies with the Regulatory Reform (Fire Safety) Order 2005 in having an appropriate full fire risk assessment and the school has acted on any deficiencies highlighted successfully. The fire risk assessment and risk management was approved by the local fire authority in July 2016. Policies and procedures for fire safety are reviewed annually. Staff, including the fire wardens and all boarding staff, have undergone training in fire safety and the maintenance of equipment and the alarm system is undertaken by specialist outside contractors. Fire drills are conducted in school and the boarding house at least once every term and include at least one drill during boarding time. They are carefully logged and evaluated. Boarders interviewed were familiar with the procedures for exiting the building in case of fire.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18 (2)(f) and 21 (3)(b)]; NMS 14.1 - Staff recruitment and checks on other adults

The school meets the regulations and standard.

The school has a suitable recruitment policy which is fully implemented. All recruitment procedures have been completed satisfactorily since the previous inspection. All of the required prohibition from teaching or management checks have been carried out on staff to whom they apply prior to appointment since that inspection. The inspection found they are recorded appropriately on the SCR and in staff files.

NMS 2.3 - Boarders' induction and support

The school meets the standard.

The school provides at least one person other than a parent, who is not a member of staff and is independent to those responsible for the leadership and governance of the school, whom boarders may contact directly about

personal problems or concerns at school. The school counsellor acts as the independent listener for boarders. The boarders have been made aware of the contact details. Suitable confidentiality is in place for contacting the counsellor.

NMS 3.4 and 3.5 - Boarders' health and well-being

The school meets the standards.

Effective medical policies are fully implemented. Boarders' health and well-being are promoted and suitably managed. Boarders over the age of 16 years are assessed individually as to whether they are suitable to self-medicate. They are allowed to self-medicate after they have been assessed as competent to do so and given instruction on safe procedures. Parent consent forms, including relevant information on medicines and procedures, are part of the assessment. The confidentiality of boarders regarding medical conditions is appropriately respected. Boarders over the age of 16 years can make confidential doctor's appointments.

NMS 15.1 and 15.9 - Staffing and supervision

The school meets the standards.

The accommodation for staff in the boarding house is suitably separated from that of the boarders and any visits to staff accommodation are managed appropriately. Revised arrangements for the accommodation of gap students ensure they have sufficient privacy. Bathroom facilities for all staff staying overnight offer full privacy and are separate from those used by boarders. Staff involved in boarding have suitable job descriptions and have an annual review of their work with a full appraisal every two years. These identify targets and training that will help them in their professional development.

Quality of Leadership and management of schools [ISSR Part 8, paragraphs 34 (1)(a), 34 (1)(b) and 34(1)(c); NMS 13.1, 13.4 and 13.5 - Management and development of boarding

The school meets the regulations and standards.

The leadership and management of the school and the boarding house are suitably qualified and experienced for their roles. They have demonstrated through the implementation of the school action plan that they have the skills, training and knowledge to fulfil their responsibilities consistently to meet requirements.

REGULATORY ACTION POINTS

The school meets all of the requirements of the Education (Independent School Standards) Regulations 2014, and the National Minimum Standards for Boarding Schools 2015.