

Report for a Progress Monitoring Visit

School name	Talbot House School
DfE number	837/6005
Address	8 Firs Glen Rd Winton Bournemouth Dorset BH9 2LR
Headteacher	Mrs Emma Haworth
Proprietor	Mr Mark Broadway
Date of visit	13 December 2018

1. Introduction

Characteristics of the school

- 1.1 Talbot House School is an independent day school for boys and girls aged between three and eleven years. Founded in 1969 in a residential area of Bournemouth, it is now owned and governed by Broadway Education. At the time of the visit, there were 137 pupils on roll (62 girls and 75 boys), of whom 30 were in the Early Years Foundation Stage. The school has five pupils who require support for special educational needs and/or disabilities, none of whom have a statement of special educational needs or an education, health and care plan. Also, 24 pupils speak English as an additional language. The school's previous inspection was a regulatory compliance inspection in November 2017.

Purpose of the visit

- 1.2 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 regulatory compliance inspection in November 2017.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7(a) and 7(b) (safeguarding)	Met
Part 4, paragraphs 18(2)(c)(iv), 18(2)(d), 18(2)(e) and 18(3); 19(2)(a)(i), 19(2)(c) and 19(2)(d); and 21 (suitability of staff and supply staff)	Met
Part 8, paragraph 34(a) and (b) (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 thoroughly implemented and provide appropriate support for pupils' needs. All staff, including those who are regular visitors to the school, have received training in recent changes to regulatory guidance and online safety. New staff receive comprehensive induction training to ensure they understand their safeguarding responsibilities, including 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, and at each staff meeting checks staff knowledge with a safeguarding 'question of the week'. During discussions, staff demonstrated that they have a clear understanding of their safeguarding responsibilities. They recognise the importance of 'early help' strategies and know how to report any concerns about pupils or other staff, and understand that any concerns about senior leaders are reported to the proprietor or in their absence to the LADO directly. They acknowledged 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 whilst pupils are present. Appropriate records for safeguarding concerns are kept, which are regularly monitored by the DSL. These show timely and appropriate liaison with both parents and local agencies. The proprietors undertake an annual safeguarding review. 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.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21, EYFS requirements 3.9-3.13]

- 2.5 The school meets the standards and the requirements.
- 2.6 The school now implements the correct procedures for the recruitment of all new staff, supply staff, volunteers and proprietors before they begin work at the school. The process is correctly documented in the recruitment policy. Staff files are well maintained and contain all the required information, which is cross-referenced against the single central register of appointments (SCRA). The procedures for recording checks on the SCRA have been revised and now demonstrate the accurate recording of staff recruitment checks including those for qualifications, enhanced criminal record disclosure and overseas checks. The school ensures that relevant checks have been completed for supply staff and that their identity is checked as they arrive on site for the first time.
- 2.7 Since the previous inspection, senior leaders and the proprietor have undertaken specific training for the management and monitoring of the recruitment process and regularly check safer recruitment procedures, which includes checking the SCRA.

Provision of information [ISSR Part 6, paragraph 32]

- 2.8 The school meets the standard.
- 2.9 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]

- 2.10 The school meets the standard.
- 2.11 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 sufficient to ensure that policies are effectively implemented in practice and actively promote the well-being of all 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 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
- Staff Code of Conduct
- Children Missing Education Policy
- Whistle Blowing 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

Meetings with school personnel

- Introductory meeting with headteacher – 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 staff re safeguarding arrangements
- Meeting with 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
- Telephone meeting with a representative of the proprietor
- Meeting with head to feedback findings

Activities on site

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Meeting of inspectors